

Student Handbook Valid:

January 1 – December 31, 2018

*Los Angeles Academy of  
Figurative Art  
Student Handbook*



*16926 Saticoy Street, Van Nuys, CA 91406*

*Phone (818) 708-9232*

*Fax (818) 475-1964*

*[www.laafa.edu](http://www.laafa.edu)*

*04/24/18 revision date*

OF CONTENTS

OUR MISSION	3
BPPE APPROVAL STUDENT RESPONSIBILITY, SCHOOL POLICY	4
PROGRAMS OF STUDY	5
FINE ART CURRICULUM	7
ENTERTAINMENT ART CURRICULUM	8
LAAFA FACULTY	11
CAMPUS RESOURCES	14
ACADEMIC CALENDAR	15
COURSE DESCRIPTIONS	16
ELECTIVES	32
DEFINITION OF ACADEMIC YEAR AND CREDIT TRANSLATION POLICY	32
ACADEMIC POLICIES AND PROCEDURES	33
GRADING STANDARD	34
ACADEMIC GRIEVANCE PROCEDURE	35
ACADEMIC INTEGRITY	38
ADMISSIONS PROCESS	44
FINANCIAL MATTERS	49
PAYMENT DATES AND DEADLINES	50
CANCELLATION, WITHDRAWAL, AND REFUND POLICIES	51
STUDENT SERVICES	55
HOUSING/TRANSPORTATION	57
STUDENT LIFE	58
STUDENT CODE OF CONDUCT	59
STUDIO INFORMATION	62
STUDENT EVALUATIONS	63
GALLERIES AND EXHIBITIONS	63
SAFETY	64
OTHER INFORMATION	68
RECORD RETENTION POLICY	69
ADMINISTRATION AND BOARD OF TRUSTEES	70

## Our Mission

LAAFA's mission is to re-instill and maintain the rigorous educational approaches that have been gleaned from centuries of studio practice, while engaging students in the contemporary discourse of the traditional and digital art world. LAAFA provides a strong foundational education in drawing, painting, composition and design tempered with a realization that students and faculty work in a progressive era where art is more than simple representation, and that its multifaceted manifestations include gallery art, public art, animation, live action film, and game design. LAAFA acknowledges that art is and will remain as an important source of social, political and existential expression and awareness.

## Purpose

The primary purpose of the Los Angeles Academy of Figurative Art (LAAFA) is to educate and train artists in both the technical and philosophical use of the figure as it pertains to representation in the fields of drawing, painting and entertainment art.

## Goals

LAAFA aims to develop student competency in the following:

- A working proficiency of the human form as it relates to traditional representation in drawing and painting;
- Craftsmanship and technical skill in the use of materials and methods; an awareness of these in historical and contemporary modes;
- Knowledge of the history of art and artistic thought;
- The ability to think critically about concepts, philosophies, events and issues in contemporary art;
- A commitment to the pursuit of artistic excellence;
- Respect and tolerance for authenticity and diversity in the search for intellectual and aesthetic integrity;
- An understanding of contemporary business practices as they relate to career opportunities available in the professional world;
- The ability to think, speak, write and express ideas clearly;
- An understanding and experience of the Arts outside of the visual arts;
- The ability to synthesize all skills and knowledge in the development of a body of work;
- Assessment of quality in their own work and the work of others;
- Autonomous decision making as an artist, and the ability to make sophisticated artistic choices in one's own work.

LAAFA offers two degrees and two areas of study:

1. A Bachelor of Fine Art, with a concentration in Fine Arts or Entertainment Art
2. A Certificate, with concentration in Fine Arts or Entertainment Art.

## Fine Arts Program Mission Statement:

The Fine Arts Program will educate students in a professional level of understanding and proficiency in representational drawing and painting as it pertains to the historical and contemporary practice of using the human figure in art. Further, this program will educate students in principles of pictorial composition, drawing,

## Fine Arts Program Mission Statement (Continued):

color theory and their many applications in the realms of drawing and painting. Fine Arts students will achieve the ability to make and present work that demonstrates perceptual acuity, conceptual understanding, and technical facility with the goal of intellectual and philosophical visual communication and expression. An education in LAAFA's Fine Arts concentration will cultivate a sense of artistic responsibility to make work that communicates in a broad cultural and social context. It is LAAFA's intention that the purposes, goals and outcomes of an education in the Fine Arts program are consistent and compatible with the parent mission statement.

**Entertainment Art Program Mission Statement:**

The Entertainment Art Program provides students with a comprehensive education and development of the philosophical, conceptual and practical skills necessary in the professional fields of illustration, concept art for film and games, and visual development for animation. Combining traditional studio practice with innovative digital technologies, the program imparts a professional education in drawing, painting, digital media, composition, style and complex visual storytelling. It is LAAFA's philosophy that the artistic realms of illustration, animation, game design and concept development for film carry a responsibility to function in conscientious social and cultural contexts; therefore an education in LAAFA's Entertainment Art concentration will cultivate a sense of artistic responsibility to make work that conveys and communicates that goal. Entertainment Art students will develop the ability to create work that is challenging, engaging and innovative; preparing them to meet the demands of a constantly evolving Entertainment Art field. It is LAAFA's intention that the purposes, goals and outcomes of an education in the Entertainment Arts program are consistent and compatible with the parent mission statement.

LAAFA's aim is to educate students pursuing the BFA and Certificate in both tracks with all of the competencies listed in "Goals" above; in addition, the BFA students meet general education requirements.

LAAFA is committed to the education of artists by a faculty comprised of outstanding working professionals who excel in the representational use of the figure in the fields of Fine Art or the Entertainment Art industry.

LAAFA will constantly strive to refine and develop its curriculum to stay current, relevant, and effective in educating students in the goals stated above; this will be accomplished through the input, deliberation and consensus of all acting LAAFA faculty, as well as other noted individuals of the Fine Arts and Entertainment art realms.

LAAFA's governance procedures include its Administrative, Board of Directors and Faculty bodies. All aspects of decision making, analysis and planning regarding curriculum can originate from all entities, and will be approved/amended by curricular committees comprised of faculty members. These decisions will then be approved and ratified by the appropriate department chairs.

Decisions regarding campus, facilities, financial matters, program growth, resource allocation, student development, recruitment and faculty hiring will be determined by the administration with the approval of the faculty, relevant committees and department chairs as well as the Board of Directors.

All faculty, staff, Board of Directors and administration shall consult the statement of purpose for guidance to ensure that the integrity of its purposes and goals is upheld in all present or future matters concerning: curriculum or logistics; policy-making; faculty hiring, maintenance and development; student/faculty/administrative interactions; and all additional planning and practices of the institution. Further, the statement of purpose will be consulted consistently and regularly to ensure that its standards, policies, practice, resources are being met in all areas of curriculum and institutional governance so that the institution can remain effective in delivering the educational objectives stated herein.

**Bureau for Private Postsecondary Education (BPPE)**

LAAFA stands as a private institution and is granted approval to operate under the terms of California Education Code (CEC). The Act is administered by the Bureau for Private Postsecondary Education (BPPE), under the Department of Consumer Affairs. [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Accreditation

LAAFA is an accredited member of the National Association of Schools of Art and Design (NASAD). Founded in 1944, NASAD is a specialized accrediting agency for schools of art and design and is recognized by the U.S. Department of Education.

## Academic Progress and Student Responsibility

Each student is responsible for observing all regulations in this Student Handbook and those published elsewhere by the college. When in doubt about any LAAFA regulation, students should seek advice from the Administration Office.

## Policy Changes

LAAFA reserves the right to alter policies pertaining to courses, fees, scheduling, and other information in this Student handbook as deemed necessary for the proper functioning of the College.

## Class Location

Classes are held at the LAAFA campus at 16926 Saticoy St., Van Nuys, CA 91406.

## PROGRAMS OF STUDY

### Degree & Certificate Programs

#### Bachelor of Fine Arts (BFA) Degree in Fine Art

The 180-credit Bachelor of Fine Arts degree is designed to combine a solid, substantial foundation of traditional painting and drawing skills with the critical thinking and communication skills essential for success in today's complex art world. The required credits are comprised of the following (see pages 8-9 below for a list of courses and credits):

Core Studio Classes – 105  
Non-Studio Core Classes – 27  
General Education – 42  
Electives – 6

#### Certificate of Fine Arts

The 132-credit Certificate in Painting is a program for students who do not wish to pursue a BFA degree. The three-year Certificate program includes the same balanced curriculum without the liberal arts and sciences requirements. The required credits are comprised of the following (see pages 8-9 below for a list of courses and credits excluding the general education courses):

Core Studio Classes – 105  
Non-Studio Core Classes – 27

#### Bachelor of Fine Arts (BFA) Degree in Entertainment Art

The 180-credit Bachelor of Fine Arts degree in Entertainment Art offers a balanced education that starts with traditional drawing and painting skills and ends with the application of these skills to software appropriate for the

visual development of movies, games, and animation. The required credits are comprised of the following (see pages 10-11 below for a list of courses and credits):

- Core Studio Classes – 108
- Non-Studio Core Classes – 24
- General Education – 42
- Electives – 6

## Certificate of Entertainment Art

The 141-credit Certificate in Entertainment Art is a program for students who do not wish to pursue a BFA degree. The three-year Certificate program includes the same balanced curriculum without the liberal arts and sciences requirements. The required credits are comprised of the following (see pages 10-11 below for a list of courses and credits excluding the general education courses):

- Core Studio Classes – 108
- Non-Studio Core Classes – 33

## Accredited Intensive Training Tracks

**Drawing Diploma** – The 1-year Intensive Drawing Track’s sequential curriculum focuses on drawing from direct observation. Students will have a working proficiency of the human form as it relates to traditional representation in drawing. In addition, students will learn solid draftsmanship and technical skills in Classic Academic and Figure Construction, which will give students a well-developed understanding of line, form, structure, shadow, tone, light, edges, and the human anatomy. The curriculum for this track mirrors the courses outlined in the first year of the degree and certificate fine art programs. Exclusive of art history, students in this track are not required to take any additional general education courses. Students may apply to matriculate to the degree or certificate program.

- Core Studio Classes – 45.5
- Non-Studio Core Classes – 12

**Fine Art Fundamentals Diploma** - This 18-month (78-credit) sequential curriculum focuses on drawing and painting from direct observation. Students will have a working proficiency of the human form as it relates to traditional representation in drawing and painting. Students will learn solid draftsmanship and technical skills in Classic Academic and Figure Construction, which will give students a well-developed understanding of line, form, structure, shadow, tone, light, edges, and the human anatomy. In addition, students will explore the fundamental practices of painting. Working from the live model, students will be challenged to refine their ability to simplify what they see and create paintings that feature strong structure, clear value organization and elegant simplification. The curriculum for this track mirrors the courses outlined in the first year and a half of the degree and certificate fine art programs. Exclusive of art history, students in this track are not required to take any additional general education courses. Students may apply to matriculate to the degree or certificate program. The required credits are comprised of the following (see pages 8-9 below for a list of courses and credits excluding the general education courses):

- Core Studio Classes – 60
- Non-Studio Core Classes – 18

**Entertainment Art Diploma** – The 18-month Entertainment Track is for students who have mastered their foundational skills. Students will start learning and developing concepts for creating convincing environments and imaginative characters. Aspiring artists will be well equipped for a career in the entertainment art industry. The curriculum for this track mirrors the courses outlined in the last year and a half of the degree and certificate entertainment art programs. Exclusive of Business of Art courses, students in this track are not required to take any additional general education courses. The program does not lead to a degree or certificate.

Core Studio Classes – 49.5  
 Non-Studio Core Classes – 6

## Continuing Education (Extension) Program

LAAFA has a variety of art classes in drawing, painting, sculpting and digital art for students of all levels. These art classes can be taken individually and are conveniently offered throughout the week. The Extension Program does not require an admissions application or a portfolio review.

If you are interested in enrolling in a full-time course of study without pursuing a formal degree or certificate, the following intensive track and continuing education (extension) programs are ideal for you. Tracks are open to all students who are interested in professional growth, personal development and preparatory art study.

### Fine Art Curriculum

	<b>Credits</b>
<b>Year 1/Quarter 1</b>	
DW1010 Drawing 1A: Beginning Form and Light	2.50
DW2010 Drawing 1B: Sight-Size Drawing	2.50
DW1020 Figure Construction 1: The Gesture	2.00
DS1080 Perspective 1	3.00
SC1040 Anatomy/Ecorché 1	3.00
AH1070 Art History Survey Part 1	3.00
<b>Year 1/Quarter 2</b>	
DW3010 Drawing 2A: Intermediate Form and Light	2.50
DW4010 Drawing 2B: Comparative-Observational Drawing	2.50
DW2020 Figure Construction 2: The Figure as Simple Geometric Forms	2.00
SP1030 Sculpture 1	2.00
SC2040 Anatomy/Ecorché 2	3.00
AH2070 Art History Survey Part 2	3.00
<b>Year 1/Quarter 3</b>	
DW5010 Drawing 3A: Advanced Form and Light	2.50
DW6010 Drawing 3B: Precision Portrait Drawing	2.50
DW3020 Figure Construction 3: Anatomy Construction	2.00
SP2030 Sculpture 2	2.00
DS1050 Composition 1: Structure/Visual Dynamics/Aesthetic-Psychological Division	2.00
AH3070 Art History Survey Part 3	3.00
<b>Year 1/Quarter 4</b>	
DW7010 Drawing 4: The Figure in a Spatial Environment	2.50
DW4020 Figure Construction 4: Constructional & Anatomical Drawing	2.00
DS2050 Composition 2: Tones, Shapes, Viewpoints and Mood	2.00
AH4070 Art History Survey Part 4	3.00
<b>Year 2/Quarter 1</b>	
PT1150 Painting 1A: Beginning Indirect Painting Methods-Monochromatic	2.50
PT2150 Painting 1B: Beginning Direct Painting Methods-Monochromatic	2.50
DS1060 Color Theory	2.00
PT1230 Methods and Materials in Painting	2.00
AH5070 Art History Survey Part 5	3.00
<b>Year 2/Quarter 2</b>	
PT3150 Painting 2A: Intermediate Indirect Painting Methods-Limited Palette	2.50
PT4150 Painting 2B: Intermediate Direct Painting Methods-Limited Palette	2.50
DS3050 Composition 3: Color	2.00
AH6070 Art History Survey Part 6	3.00

**Year 2/Quarter 3**

PT5150 Painting 3A: Advanced Indirect Painting Methods-Extended Palette	2.50
PT6150 Painting 3B: Advanced Direct Painting Methods-Extended Palette	2.50
DS4050 Composition 4: Visual Communication	2.00
PH3580 Semiotics and Ism's in Contemporary Society	3.00

**Year 2/Quarter 4**

PT7150 Painting 4A: Unconventional Painting Methods	2.50
PT8150 Painting 4B: Advanced Figure-Ground Relationship	2.50
PH1580 Theoretical Pursuit of Contemporary Art Making 1	2.00
PP1601 Portfolio Presentation 1	0.50

**Year 3/Quarter 1**

PT1960 Fine Art 1A: Critical Thinking; Creating a Coherent Body of Work	2.50
PT1970 Fine Art 1B: Process Development 1	2.50
TR9010 Studio/Gallery Tour	2.00
PH2580 Theoretical Pursuit of Contemporary Art Making 2	2.00
PP1602 Portfolio Presentation 2	1.00

**Year 3/Quarter 2**

PT2960 Fine Art 2A: Critical Thinking; Creating a Coherent Body of Work	2.50
PT2970 Fine Art 2B: Process Development 2	2.50
BS1370 Business of Art 1 (General Education) *	3.00
PP1603 Portfolio Presentation 3	1.00

**Year 3/Quarter 3**

PT3960 Fine Art 3A: Critical Thinking; Creating a Coherent Body of Work 3	2.50
PT3970 Fine Art 3B: Process Development 3	2.50
PT1990 Mentorship 1	2.00
PP1604 Portfolio Presentation 4	1.00

**Year 3/Quarter 4**

PT4960 Fine Art 4A: Critical Thinking; Creating a Coherent Body of Work 4	2.50
PT4970 Fine Art 4B: Process Development 4	2.50
PT0024 Business of Art 2 (General Education) *	3.00
PT2990 Mentorship 2	2.00
PP1605 Portfolio Presentation 5	1.00

**TOTAL: 180 credits**

Core Studio Classes – 105  
 Non-Studio Core Classes – 27  
 General Education – 42  
 Electives – 6

(See below for a list of General Education Courses and information in regards to the evaluation and transferability of credits. Non-Studio Core Classes include: Art History and Business of Art Courses.)

## Entertainment Art Curriculum

**Year 1/Quarter 1**

	<b>Credits</b>
DW1010 Drawing 1A: Beginning Form and Light	2.50
DW2010 Drawing 1B: Sight-Size Drawing	2.50
DW1020 Figure Construction 1: The Gesture	2.00
DS1080 Perspective 1	3.00
SC1040 Anatomy/Ecorché 1	3.00
AH1070 Art History Survey Part 1	3.00



**Year 1/Quarter 2**

DW3010 Drawing 2A: Intermediate Form and Light	2.50
DW4010 Drawing 2B: Comparative-Observational Drawing	2.50
DW2020 Figure Construction 2: The Figure as Simple Geometric Forms	2.00
SP1030 Sculpture 1	2.00
SC2040 Anatomy/Ecorché 2	3.00
AH2070 Art History Survey Part 2	3.00

**Year 1/Quarter 3**

DW5010 Drawing 3A: Advanced Form and Light	2.50
DW6010 Drawing 3B: Precision Portrait Drawing	2.50
DW3020 Figure Construction 3: Anatomy Construction	2.00
SP2030 Sculpture 2	2.00
DS1050 Composition 1: Structure/Visual Dynamics/Aesthetic-Psychological Division	2.00
AH3070 Art History Survey Part 3	3.00

**Year 1/Quarter 4**

DW7010 Drawing 4: The Figure in a Spatial Environment	2.50
DW4020 Figure Construction 4: Constructional & Anatomical Drawing	2.00
DS2050 Composition 2: Tones, Shapes, Viewpoints and Mood	2.00
AH4070 Art History Survey Part 4	3.00

**Year 2/Quarter 1**

PT1150 Painting 1A: Beginning Indirect Painting Methods-Monochromatic	2.50
PT2150 Painting 1B: Beginning Direct Painting Methods-Monochromatic	2.50
DS1060 Color Theory	2.00
PT1230 Methods and Materials in Painting	2.00
AH5070 Art History Survey Part 5	3.00

**Year 2/Quarter 2**

PT3150 Painting 2A: Intermediate Indirect Painting Methods-Limited Palette	2.50
PT4150 Painting 2B: Intermediate Direct Painting Methods-Limited Palette	2.50
DS3050 Composition 3 - Color	2.00
AH6070 Art History Survey Part 6	3.00

**Year 2/Quarter 3**

ET0001 Dynamic Sketching	2.00
ET0002 Short Pose Analytical Life Drawing	1.50
ET0003 Perspective 2	3.00
ET0004 Composition for Film and Animation	2.00
ET0005 Head, Hands, Costume Drawing	1.50

**Year 2/Quarter 4**

ET0006 Life Drawing for Entertainment Vis-Dev	1.50
ET0007 Digital Life Painting	2.00
ET0008 Character Design Basics	3.00
ET0009 Digital Painting for Entertainment Art	3.00
ET0010 Project Assembly and Research	2.50

**Year 3/Quarter 1**

ET0011 Project Class 1A: Introduction to the Visual Development Pipeline	2.50
ET0012 Project Class 1B: Prop Design and Painting	2.50
ET0013 Life Drawing for Animation	1.50
ET0014 Creature Design	2.00

**Year 3/Quarter 2**

ET0015 Project Class 2A: Visual Development Style Exploration	2.50
ET0016 Project Class 2B: Advanced Character Design	2.50
ET0017 Intermediate Digital Painting	2.00

**Year 3/Quarter 3**

ET0018 Project Class 3A: Storyboarding Basics for Film and Animation	2.50
ET0019 Project Class 3B: Flats and Cutaways	2.50
ET0020 Portfolio Presentation	2.00
	1.50

**Year 3/Quarter 4**

ET0021 Project Class 4A: Technology Design for Games, Movies and Animations	2.50
ET0022 Project Class 4B: Triage, Portfolio Analysis and Preparation	2.50
ET0023 Business of Entertainment Art 1 (General Education) *	3.00
ET0024 Business of Entertainment Art 2: Portfolio and Website (General Education) *	3.00

**TOTAL: 180 credits**

- Core Studio Classes – 105
- Non-Studio Core Classes – 27
- General Education – 42
- Electives – 6

(See below for a list of General Education Courses and information in regards to the evaluation and transferability of credits. Non-Studio Core Classes include: Art History and Business of Art Courses.)

## General Education Requirements

LAAFA will provide the needed general education courses required for the degree programs. Please see additional detailed information, listed below, in regards to the transferability of courses completed at other institutions.

Students must satisfy each of the following listed areas:

**Area A: English (9 Semester Credits)**

Must take each of the following 3 courses

- English Comp 101
- English 102 (Composition II) or 103 (Critical Thinking)
- Creative Writing

**Area B: Scientific Inquiry (9 Semester Credits)**

Must take 3 of the following courses – One of the courses must include math or statistic. The remaining two courses must be of at least 2 separate disciplines.

*Biology, Physics, Chemistry, Astronomy, Geology, Ecology, Oceanography, Meteorology, Zoology (Animal Science), Botany (Plant Science) Environmental Science, Microbiology, Physiology, Math, Statistics, Anatomy (Recommended)*

Scientific Inquiry is considered an essential skill of graduates in the area of Fine Art and Entertainment Art; LAAFA’s philosophy of Scientific Inquiry is that it encompasses courses in quantitative reasoning. Courses in Quantitative Reasoning include any course in Math or Statistics.

**Area C: Arts and Humanities (12 Semester Credits)**

Must take each of the following 4 courses:

- Introduction to Music
- Introduction to Theater
- Introduction to Dance
- Introduction to Film

**Area D: Social Sciences (9 Semester Credits)**

Must take 3 courses in the following areas – One of the courses must include Communication Studies. The other 2 courses must be from at least 2 separate disciplines listed below.

*Anthropology, Communication Studies (includes Speech), Economics, Education, Government, Human Geography, History, Law, Linguistics, Political Science, Public Administration, Psychology, Human Sexuality, Sociology.*

**Area E: Philosophical Reasoning (3 Semester Credits)**

Must take 1 of the following courses:

*Any Philosophy course qualifies. Beyond Philosophy courses, examples may include courses on Semantics, Logic, Human Rights, Art and Philosophy, Ethics, Justice.*

**Area F: Business Studies (6 Semester Credits)**

Must take the following course

Business of Art 1

Business of Art 2

**Area G: Art History (21 Semester Credits)**

Must take the following 7 courses:

Art History 1,2,3,4,5,6; Semiotics and Isms\*

## Faculty

**Mauricio Abril**

Instructor

BS, Art Center College of Art & Design, Pasadena CA

BS, University of California Los Angeles, Los Angeles CA

**Brian Apthorp**

Instructor

BA, California State University, Northridge CA

**Daniel Bilmes**

Instructor

**Noah Buchanan**

Instructor

MFA, Painting, Drawing, Anatomy at New York Academy of Art

BA, University of California Santa Cruz, Santa Cruz CA

**Rey Bustos**

Instructor

BFA, Art Center College of Art & Design, Pasadena CA

**Sean Cheetham**

Instructor

BFA, Art Center College of Art & Design, Pasadena CA

**Matthew Cunningham**

Instructor

Art Center College of Design, Bachelors of Science, Transportation Design - Entertainment Design Minor

Pratt Institute, Bachelors of Industrial Design - Art History Minor

**Nathan Fowkes**

Instructor  
BFA, Art Center College of Art & Design, Pasadena CA

**Eduardo Gonzalez**

Instructor  
BFA, Art Center College of Art & Design, Pasadena CA

**Shana Goodsell**

Instructor  
MFA, University of Arkansas, Fayetteville AK

**James Hegedus**

Instructor  
BFA, California College of Arts and Crafts, Oakland CA

**Ramon Hurtado**

Instructor  
BA, Animation, University of Southern California, Los Angeles CA

**Sandy Kipp**

Instructor  
California State University, Northridge, Bachelor of Music and Master of Music

**Martin Kline**

Instructor  
MS, Columbia University, New York, Ny  
BS, Carnegie Mellon University, Pennsylvania, PA  
BFA, Otis College of Art and Design

**Christophe Lautrette**

Instructor  
Chambre De Commerce ET D'Industrie De Paris, Diploma in Animation  
Ministere De L'Education Nationale, Bachelors in Art

**Khang Le**

Instructor  
BFA, Art Center College of Art & Design, Pasadena CA

**Ron Lemen**

Instructor

**Susana Marcelo**

Instructor  
California State University, Northridge, Master of Arts in English, California State University, Northridge, Bachelor of Arts in English (honors), Minor in Central American Studies

**Peter Markowski**

Instructor  
BFA, Art Center College of Art & Design, Pasadena CA  
BA, Westminster College, Salt Lake City UT

**Robert McKinnon**

Instructor  
BA, Art Center College of Art & Design, Pasadena CA

**Jon Messer**

Instructor

**Leon Okun**

Instructor  
MFA, Repin Academy of Arts, St. Petersburg  
BFA, Repin Academy of Arts, St. Petersburg

**Bill Perkins – Entertainment Art Faculty Chair**

Instructor  
BFA, Art Center College of Art & Design, Pasadena CA

**William Rodgers**

Instructor  
MFA, New York Academy of Art, New York NY  
BS, Towson State University, Baltimore MD

**David Simon – Fine Art Faculty Chair**

Instructor  
NY Academy of Art, Graduate School of Figurative Art, NY  
BFA, Rhode Island School of Design, Providence RI

**Robert St. Pierre**

Instructor  
BFA, Illustration at Art Center College of Design, Pasadena CA

**Poe Tan**

Instructor  
BFA, Illustration at Massachusetts College of Art  
MFA, Illustration at The Academy of Art

**Joseph Todorovitch**

Instructor  
BFA, California State University, Fullerton

**Louie Tucci**

Instructor  
University of Southern California, Master's Degree, Rossier School of Education

**Ron Velasco**

Instructor  
BFA, Art Center College of Design

**Martin Wittig**

Instructor

**Vadim Zang**

Instructor  
MFA, Yerevan State Institute of Visual and Performing Arts, Armenia

**Katherine E. Zoraster**

BFA, University of California, Los Angeles CA

MFA, California State University, Northridge CA

## CAMPUS RESOURCES

### Facilities

LAAFA is located in the city of Van Nuys. Our building is approximately 8800 square feet. There are 5 large studios and 1 lecture room. There is also a student lounge along with administrative offices with teaching equipment sufficient to meet all educational needs. The school provides its students with easels, benches and sculpture stands.

### Library

LAAFA's Library collection includes books and periodicals. Administrative staff and a librarian provide students assistance with the location and use of books, periodicals and technology. Please call (818) 708-9232 with questions.

In addition to the collection of books at LAAFA's library, our students have the opportunity to borrow books from the following libraries:

LAAFA students have complete library access to Pierce Community College's (within 6 miles) extensive library, research labs, as well as their online resources. The Pierce College Library contains a collection of over 103,000 volumes, including books and materials required for supplementary study, and a representative collection of recreational reading material. The library subscribes to over 150 periodicals and newspapers, has an extensive microfilm and microfiche collection, and many electronic resources. The online book catalog, and current print and online periodical help locate information in books, newspapers, and journals. Professional librarians are always available to assist library patrons.

California State University, Northridge's (within 2 miles) Oviatt Library has a physical collection containing 1.4 million volumes, of which over 1.1 million are books, and over 250,000 bound periodical volumes. The Library subscribes to 50,944 online journals, nearly 2,300 print journals, over 200 online databases and 277,361 e-books. The microform collection contains 3.2 million pieces. There are nearly 14,000 sound recordings, over 19,000 film and video recordings and nearly 60,000 pictures and other graphic materials. The archives and manuscript collection exceeds 4,200 linear feet of materials. Supplementing the physical collection, especially for periodicals, but increasingly for books as well, is an array of electronic databases providing access to indexing and in many cases texts on a 24/7 basis from on or off campus.

Brand Library and Art Center, which is home to the art and music section of the Glendale Public library system. The library is about 20 minutes from LAAFA. The library is housed in a mansion built in 1904 by Leslie C. Brand (1859-1925). A large gallery and music complex was added in 1969. The library is located in Brand Park, high in the foothills overlooking Glendale and the San Fernando Valley, and serves a wide public interested in the arts.

Glendale Community College has an art department with an Oxford Art Online database subscription. Students can have general access to the library's collection by visiting the library.

UCLA also provides open access to their extensive collection in the Charles E. Young Research Library. The Arts Library has more than 270,000 books in the fields of architecture, architectural history, art, art history, design, film, television, photography, theater, and allied disciplines.

Additional institutions in Los Angeles are the Getty Center's Getty Research Institute Library and USC Architecture and Fine Arts Library. See the Administration Office for a complete list of public libraries close to LAAFA.

LAAFA provides its full-time students with the opportunity to obtain library membership privileges at California State University, Northridge and UCLA at no cost to the student. Please see Administration Office for a membership application.

LAAFA also offers an extensive list of online resources as part of its library services. These online resources can be accessed using the computers provided in the LAAFA library.

Computers in the library are available for educational purposes only.

Instructions to borrow books from offsite and online resources are printed and available in the library. Additional policies regarding computer use and Internet access are provided as well. Students have the opportunity to recommend specific acquisitions through an annual survey administered by the school librarian.

## Academic Calendar

### **WINTER 2018 (January 2 – March 12)**

**Friday, December 1, 2017, 5pm**

First due date for Full-Time Program tuition. \$150.00 late fee assessed on payments after this date.

**Friday, December 15, 2017, 5pm**

Second due date for Full-Time Program tuition. Accounts not fully paid by this date incur a second \$150.00 late fee.

**Tuesday, January 2, 2018**

First day of classes.

### **SPRING 2018 (April 2 - June 17)**

**Friday, March 2, 2018, 5pm**

First due date for Full-Time Program tuition. \$150.00 late fee assessed on payments after this date.

**Monday, March 5, 2018 – Friday, March 30, 2018**

Full-Time Program – Bootcamp Orientation

**Friday, March 16, 2018, 5pm**

Second due date for Full-Time Program tuition. Accounts not fully paid by this date incur a second \$150.00 late fee.

**Monday, April 2, 2018**

First day of classes.

**Saturday-Monday, May 26-28, 2018**

Memorial Day Weekend. School is closed.

### **SUMMER 2018 (July 2 - September 16)**

**Friday, June 1, 2018, 5pm**

First due date for Full-Time Program tuition. \$150.00 late fee assessed on payments after this date.

**Friday, June 15, 2018, 5pm**

Second due date for Full-Time Program tuition. Accounts not fully paid by this date incur a second \$150.00 late fee.

**Monday, July 2, 2018**

First day of classes.

**Wednesday, July 4, 2018**

Independence Day Weekend. School is closed.

**Monday, July 16, 2018**

Mail out of Voter Registration packets to FT students

**Saturday-Monday, September 3-5, 2018**

Labor Day Weekend. School is closed.

**FALL 2018 (October 1 – December 16)**

**Friday, August 31, 2018, 5pm**

First due date for Full-Time Program tuition. \$150.00 late fee assessed on payments after this date.

**Monday, September 7, 2018 – Friday, September 28, 2018**

Full-Time Program – Bootcamp Orientation

**Friday, September 14, 2018, 5pm**

Second due date for Full-Time Program tuition. Accounts not fully paid by this date incur a second \$150.00 late fee.

**Monday, September 17, 2018 – Constitution and Citizenship Day**

**Friday, September 28, 2018**

Full-Time Program Freshman Orientation.

**Monday, October 1, 2018**

First day of classes.

**Thursday-Sunday, November 22-25, 2018**

Thanksgiving Weekend. School is closed.

**Monday-Tuesday, December 24, 2018-January 1, 2019**

Christmas Holidays. School is closed.

**COURSE DESCRIPTIONS**

**LAAFA Full-Time Curriculum**

**Mechanisms for Assessing Student Competencies Against Expectations**

- Student competencies for academic classes are evaluated by exam and accumulation of successfully completed assignments.
- Student competencies for studio classes are evaluated through artwork reviews at the end of each project and compared to the industry standard work-product prevalent at the time the course is given.
- Evaluation methods include instructor review, faculty review, peer review, and demonstrated adherence to the stated methodology of the class.
- Student learning outcomes are specified in each syllabus.
- Successful achievement of competency in the course requires completion of each assignment to the best of the student’s demonstrated ability, demonstrated effort to develop each assignment based on its brief and class participation in discussing one’s own work and others work.
- Guidance, advising, and mentoring is provided throughout the course to support the achievement of course purposes.

Both Fine Art and Entertainment Art concentrations contain six quarters of foundational courses.

**YEAR 1 QUARTER 1 FOUNDATION COURSE DESCRIPTIONS**

**DW1010 Drawing 1A: Beginning Form and Light**

2.5 credits

Prerequisites: NA

This course is an introduction to drawing. Students will learn how to depict the illusion of three-dimensional objects through the language of linear and tonal drawing. The subjects of the sphere, cube, cone, cylinder, egg and cylindrical ring are possible subjects that will serve as foundational elements for the later study of casts and the human figure in subsequent courses in the curriculum. This course will introduce the student to ideas of linear construction using complex cross-contour analysis of form. Students will also be introduced to the properties of light and shadow necessary in the depiction of form. In the second half of the term, the course will proceed to linear and tonal investigation of more complex, hybrid geometric forms.



**DW2010 Drawing 1B: Sight-Size Drawing**

2.5 credits

Prerequisites: NA

This course will introduce the student to the first step in a process of drawing from direct observation using the classical Sight-Size Technique. The course will begin with learning how to make an accurate silhouette (block -in) of inanimate objects, and will then proceed to complete linear drawings of the Cast, in which both primary and secondary forms are represented in block-in language. Proportions, line quality, and the abstraction of 3-dimensional objects as 2 dimensional shapes will be applied to each drawing in order to create a block-in that is accurate enough to continue to a finish. Students will resolve themselves to the study of drawing in the Sight-Size method with the understanding that comparative measuring/observational drawing will be the focus of Drawing 2B in the following quarter.

**DW1020 Figure Construction 1: The Gesture**

2 credits

Prerequisites: NA

Figure Construction 1 will primarily focus on the Gesture of human form and introduce students to the abstraction of human forms into simple geometric shapes, volumes and solids. Through the repetition of many quick studies, the student will understand the idea of rhythm, flow, fluidity as well as the basic proportions and forms of the human figure. This course will emphasize the ability to use gesture drawing as a foundation for proportion, posture, balance and weight distribution. Students will also learn to see gesture drawing as a planning stage for more elaborate drawings made later in the curriculum.

**DS1080 Perspective 1**

3 credits

Prerequisites: NA

In an introductory drawing course with an emphasis on linear perspective, students will learn how to draw three-dimensional objects in one, two, and three-point perspective, gaining a thorough understanding of the principles, theories and applications of perspective techniques.

**SC1040 Anatomy/Ecorché 1**

3 credits

Prerequisites: NA

Anatomy/Ecorché 1 is the first of two classes that are intended to give students a thorough understanding of the superficial anatomy of the human form. Students will sculpt both the bones and muscles of the entire figure. Through a series of rigorous weekly lectures the student will be able to understand the movements, proportions, and form of individual muscles and bones as well as the human figure in its entirety. The knowledge gained in this class will be applicable to any media or style.

**AH1070 Art History Survey Part 1: Prehistory through the Etruscans**

3 credits

Prerequisites: NA

This art history survey in its entirety will cover the history of western art from prehistoric times to the present. It is being presented chronologically in six ten-week terms. Each term will consist of ten three-hour class meetings; we will also schedule field trips at other times. Course work will include readings, a 3-5 page paper, a test, and additional assignments.

**YEAR 1 QUARTER 2 FOUNDATION COURSE DESCRIPTIONS****DW3010 Drawing 2A: Intermediate Form and Light**

2.5 credits

Prerequisites: Drawing 1A, Drawing 1B

This course will provide a continued examination of Light and Shade Theory, as well as the process/technique of rendering form. More complex ideas about Light and Shade Theory will be discussed. Using challenging subject

matter such as plaster casts and other still life objects, students will begin to hone their ability to control edges, compose values of light and shadow, and create a value hierarchy. Studies may also include drawing from photography to understand subtle transitions in value.

**DW4010 Drawing 2B: Comparative-Observational Drawing**

2.5 credits

Prerequisites: Drawing 1A, Drawing 1B

This course is a continued examination of the processes used to create a drawing from direct observation, and the measuring techniques used to do so. This course will apply the sensibilities learned from drawing 1B and apply it to challenging subject matter. While drawing 1B focused on the Site-Size method of drawing, Drawing 2B will emphasize comparative measuring/observational drawing techniques. Study will begin with carefully measured linear drawings of Greek and Roman casts and will proceed to complex linear drawings of the live model, with an emphasis on observational measuring. Students will also begin to learn how to abstract the human form into geometric shape in the French Academic block-in technique. While the emphasis of this course is on accurate linear drawing, some inclusion of Light and Shade Theory may occur in the latter half of the term.

**DW2020 Figure Construction 2: The Figure as Simple Geometric Forms**

2 credits

Prerequisites: Figure Construction 1, Perspective 1, Anatomy 1

Figure Construction 2 will solidify students' understanding of the geometric conception of the human figure. Students will understand the human form as a series of interlocking cylinders, cones, spheres, cubes, rectilinear solids, ovoid masses, as well as complex, hybrid geometric volumes. This course will also introduce the student to anatomical construction of muscle and bone groups, including discussions of Bony Landmarks. There will also be strong emphasis on the usage of an established proportion system, selected by the instructor, to be utilized throughout the term. Emphasis of this course will fall on natural linear drawing of the form as opposed to tonal development of the form. Line quality/variation will also play an integral role in this course, as well as the continued use of Gesture drawing as a building block from the previous course, Figure Construction 1.

**SP0130 Sculpture 1**

2 credits

Prerequisites: Drawing 1A, Drawing 1B

The aim of this course will be to introduce students to the 3-dimensional representation of form. Through the recreation of plaster casts from LAAFA's cast collection students will learn to connect the study of the illusionistic creation of form to the actual physical articulation of those forms.

**SC2040 Anatomy/Ecorché 2**

3 credits

Prerequisites: Anatomy 1

Students will analyze the important muscles needed to create convincing figures and will also learn about the surface anatomy such as the fat distribution and the fasciae that surrounds every inch of the living form. Through thought out, easily understood assignments the student will more easily understand the living form of the model and also to create more easily from the imagination, but most importantly to have the confidence to edit the living model and therefore interpret more poetically what he/she sees and make the drawing or painting more personal. With each week there will be a homework assignment that reinforces the lecture of that week. Two tests will be given during the term, one at the five -week/half-way point focusing on the muscles up to that point and a vocabulary test. The other is the final exam whereby the student has to name the muscles of the body given by the instructor during the course of the term.

**AH2070 Art History Survey Part 2: Rome through the Italian City-States**

3 credits

Prerequisites: Art History Survey Part 1

This art history survey in its entirety will cover the history of western art from prehistoric times to the present. It is being presented chronologically in six ten-week terms. Each term will consist of ten three-hour class meetings;

we will also schedule field trips at other times. Course work will include readings, a test, a 3-5 page paper, and additional assignments.

**YEAR 1 QUARTER 3 FOUNDATION COURSE DESCRIPTIONS**

**DW5010 Drawing 3A: Advanced Form and Light**

2.5 credits

Prerequisites: Drawing 2A, Drawing 2B

This course will require the completion of a mid-sized/large rendering of the full human figure demonstrating an advanced understanding of Form and Light. Emphasis will be on moving from planning stages of the drawing, through studies of the pose, and into the final execution of a finished piece. Final presentation must demonstrate fine craftsmanship in the drawing practice and may also include matting and framing. Emphasis of this course is on the rendering the human form itself, and not of background elements or the figure as a spatial element, which will occur in Drawing 4.

**DW6010 Drawing 3B: Precision Portrait Drawing**

2.5 credits

Prerequisites: Drawing 2A, Drawing 2B

Focusing on the complexity of the human head, students will engage in the act of portrait drawing with an emphasis on precision and capturing the idiosyncratic proportions, features, and likeness of an individual's face. Lectures will focus on the structure of the features as derived from classical Greco/Roman aesthetics as well as the Italian Renaissance, and how to utilize their structures in decoding/understanding more naturalized forms as observed on the life model. Discussions will include in-depth form concepts applicable to painting and sculpture. Students will experience the possibilities of drawing the head from different vantage points, angles and perspectives, and will consider the varying art historical periods associated with these differences. Study will also include the incorporation of the hand as part of the portrait. This course will require a synthesis of the student's capacity for linear drawing as well an application of their knowledge of light and shade theory and rendering techniques. This course will develop block-in abilities for shape recognition. Discussions will include in-depth form concepts applicable to painting and sculpture.

**DW3020 Figure Construction 3: Anatomy Construction**

2 credits

Prerequisites: Figure Construction 2, Anatomy 1, Anatomy 2

Figure Construction 3 will solidify understanding of anatomical construction and will synthesize students' experience of drawing the figure from life with their studies in anatomy. Students will learn the construction of all bone and muscle groups and how these relate to one other and the human form in its entirety. This course is intended as a continued study in anatomy, and provides the opportunity to apply and deepen knowledge of the Musculoskeletal System through a series of lectures. Study will also provide the student with an opportunity to draw the figure from life with an emphasis on anatomical drawing, form and construction.

**SP2030 Sculpture 2**

2 credits

Prerequisites: Sculpture 1, Drawing 2A, Drawing 2B, Figure Construction 2, Anatomy 1, Anatomy 2

The objective of this course is to transfer the form-making skills learned in Sculpture 1 from the plaster cast to the live model. Working from a live model in progressively longer poses students will continue to develop their understanding of 3-dimensional form and refine their ability to organize and represent it.

**DS1050 Composition 1: Structure/ Visual Dynamics/Aesthetic-Psychological Division**

2 credits

Prerequisites: Drawing 2A, Drawing 2B

Composition 1 will begin to teach the student the difference between simply drawing what they see and organizing the elements of design within a picture plane. Principles of contrast, balance and imbalance, tension and release,

harmony, placement and division of the frame for aesthetics, dynamism, reading order, and innate psychological effects of design are the main emphases. Students will be introduced to the primary and secondary elements of design and begin to understand how to use them to fluently move their audiences gaze around a piece, and orchestrate meaning.

**AH3070 Art History Survey Part 3: Humanism through Reformation**

3 credits

Prerequisites: Art History Survey Part 2

This art history survey in its entirety will cover the history of western art from prehistoric times to the present. It is being presented chronologically in six ten-week terms. Each term will consist of ten three-hour class meetings; we will also schedule field trips at other times. Course work will include readings, a 3-5 page paper, a test and additional assignments. This segment of the course will explore aspects of the history of Western European art during the period between the fifteenth century and the seventeenth century.

**YEAR 1 QUARTER 4 FOUNDATION COURSE DESCRIPTIONS**

**DW7010 Drawing 4: The Figure in a Spatial Environment**

2.5 credits

Prerequisites: Drawing 3A, Drawing 3B, Perspective 1

Using the knowledge learned from all previous drawing courses as well studies in perspective, composition, figure construction, and anatomy, students will learn how to convincingly place a figure within a spatial environment, and will be expected to complete an ambitious drawing of such. Emphasis of this course is on the figure as a harmonious element within a believable space; a figure which both creates a dynamic element to the composition in the Figure-Ground relationship, yet which is also a cohesive part of the whole space. This course will emphasize the theory of Atmospheric Perspective, which will stress changes in value, edge quality, contrast, line quality, detail and texture to achieve the illusion of space.

**DW4020 Figure Construction 4: Constructional & Anatomical Drawing**

2 credits

Prerequisites: Figure Construction 3, Anatomy 1, Anatomy 2

Figure Construction 4 will synthesize the act of drawing the figure from life with the study of anatomy. Using the model as reference, students will utilize knowledge gained from previous Figure Construction and Anatomy classes to demonstrate understanding of the human figure in 3 stages:

1. The structure of the skeleton; students will draw the bones of the model in a natural pose with accuracy and precision.
2. The muscular system; students will carefully draw the muscular system, while remaining faithful to the depiction of the model's pose.
3. The Form; students will create a finished drawing of the figure that portrays how light reveals the deeper layers of form.

Anatomical and proportional accuracy will take priority over direct observation.

**DS2050 Composition 2: Tones, Shapes, Viewpoints and Mood**

2 credits

Prerequisites: Composition 1

Composition 2 will teach the students how to key values and use alternative points of view to create emotive states and conceptual settings within a piece. This class will also teach the student the various degrees of the illusion of depth and how they contribute to mood and meaning.

**AH4070 Art History Survey Part 4: The Enlightenment and Entry into the Modern World**

3 credits

Prerequisites: Art History Survey Part 3

This art history survey in its entirety will cover the history of western art from prehistoric times to the present. It is being presented chronologically in six ten-week terms. Each term will consist of ten three-hour class meetings; we will also schedule field trips at other times. Course work will include readings, a five-page paper, a test and additional assignments. This segment of the course will explore aspects of the history of Western European art during the eighteenth and nineteenth centuries.

**YEAR 2 QUARTER 1 FOUNDATION COURSE DESCRIPTIONS**

**PT1150 Painting 1A: Beginning Indirect Painting-Monochromatic**

2.5 credits

Prerequisites: Drawing 4A

Painting 1A is the first class in the A series of painting courses, concerned with Indirect Painting. This course will utilize a monochromatic palette. Students will paint in “Grisaille” (black and white) and “Brunaille” (Raw Umber and White) in the creation of monochromatic figure studies. This course will focus on the foundational underpainting techniques of imprimatura, scumbling and velatura. Students will utilize these historical techniques to achieve a full range of values with an extremely limited palette. Painting 1A is designed to transition students familiar with dry media drawing techniques into the realm of painting. This course will also include introductory discussions about materials and techniques relevant to the practice of indirect painting; pigments, mediums, supports and the use of a Ground.

**PT2150 Painting 1B: Beginning Direct Painting-Monochromatic**

2.5 credits

Prerequisites: Drawing 4

Painting 1B is the first class in the succession of “B” classes, concerned with direct methods of painting. The class will focus on grisaille and monochromatic painting techniques, using black/white (grisaille) or raw umber/white (called “brunaille”). Painting 1B is designed to teach the student how to properly mix two colors of paint into appropriate values. Students will explore differences between short-duration painted studies (Alla Prima) and longer, more extended paintings. Some classroom studies and homework assignments will be devoted to the historical tradition of Direct Painting/Alla Prima painting in which students learn how to apply paint/block-in/mass-in liberally and freely, without concern for drawing. This course will stress the concept of planar, faceted painting in an attempt to create the illusion of turning form on the figure. Emphasis will be on the concept of brush strokes as structural planes, with the intention of creating the illusion of turning form. Instruction will also include introductory discussions of the basic painting materials of paint, brushes, mediums and supports, as well as the use of simple “Ground” colors.

**DS1060 Color Theory**

2 credits

Prerequisites: Composition 2

Color and light Theory will introduce the student to the properties of color and how color is affected by light. Students will learn how to mix color to achieve desired hue, saturation, and value. Students will work with Color Wheel systems. Students will also study the mixing of “strings” of paint to understand how a color can transition through a value scale or from one chroma to another chroma.

**PT1230 Methods and Materials in Painting**

2 credits

Prerequisites: Drawing 4

Methods and Materials will give students a thorough knowledge of art materials such as the composition and permanency of pigments, binders, vehicles and supports, as well as discussion about artist’s varnishes. Methods and Materials will also offer technical/creative strategies of brush techniques and the underlying pragmatic logic and origins of painting approaches such as grisaille, imprimatura, various limited palettes, and fat over lean.

**AH5070 Art History Survey Part 5: Modernism and World War (through WWII)**

3 credits

Prerequisites: Art History Survey Part 4

This art history survey in its entirety will cover the history of western art from prehistoric times to the present. It is being presented chronologically in six ten-week terms. Each term will consist of ten three-hour class meetings; we will also schedule field trips at other times. Course work will include readings, a five-page paper, a test and additional assignments. This segment of the course will explore aspects of the history of Western European art during the nineteenth and early twentieth century.

**YEAR 2 QUARTER 2 FOUNDATION COURSE DESCRIPTIONS**

**PT3150 Painting 2A: Intermediate Indirect Painting-Limited Palette**

2.5 credits

Prerequisites: Painting 1A, Painting 1B, Color and Light Theory

Painting 2A is the second class in the A sequence of painting courses concerned with Indirect Painting techniques, and will introduce techniques of glazing, scumbling and velatura with a limited color palette. Students will have 10 weeks to finish two paintings. Each painting will start with the foundational underpainting technique of “Imprimatura”, using an earth tone color. Students will be introduced to the second layer, The Piambura. Paintings will proceed to a final layer using glazing, scumbling, and velatura techniques. Emphasis of this course will also be on synthesizing indirect painting techniques with a strong facility of drawing as well as exploration of limited color.

**PT4150 Painting 2B: Intermediate Direct Painting Methods-Limited Palette**

2.5 credits

Prerequisites: Painting 1A, Painting 1B, Color and Light Theory

Painting 2B is the second course in the “B” series of painting classes concerned with the practice of Direct Painting. Students will primarily work with the “Alla Prima” approach and will learn a simple method for harmonizing a limited, earth tone palette. Painting 2B will teach the student how to mix paint to control Value and Temperature, with minimal interest in controlling specific color. Some classroom studies and homework assignments will be devoted to the historical tradition of Direct Painting/Alla Prima painting in which students learn how to apply paint/block-in/mass-in liberally and freely, without concern for drawing. As in Painting 1A, this course will continue to stress the idea of planar/faceted analysis of form as a way of achieving the illusion of turning form. Near the end of the quarter, students will have the opportunity to extend the limited palette by one or two colors in preparation for Painting 3B. This course will also include discussions on blending techniques later in the term.

**DS3050 Composition 3: Color**

2 credits

Prerequisites: Composition 2, Painting 1A, Painting 1B, Color and Light Theory

Intended to expand on the ideas presented in Color and Light Theory, Composition 3 will use the lessons learned from the previous Composition classes and explore their interaction with the realm of Color. Students will learn ways to harmonize color and control saturation, utilize it to influence the hierarchy of focal points, affect the sense of depth, and begin to employ color to affect mood and meaning.

**AH6070 Art History Survey Part 6: Post-War: Art in the Contemporary World (1945 and after)**

3 credits

Prerequisites: Art History Survey Part 5

This art history survey in its entirety will cover the history of western art from prehistoric times to the present. It is being presented chronologically in six ten-week terms. Each term will consist of ten three-hour class meetings; we will also schedule field trips at other times. Course work will include readings, a test, a five-page paper, and additional assignments. This segment of the course will explore aspects of the history of Western European art during the nineteenth and early twentieth centuries.

**Fine Art Course Descriptions**

The courses below are taken after the six quarters of foundational courses.

**YEAR 2 QUARTER 3 FINE ART COURSE DESCRIPTIONS**

**PT5150 Painting 3A: Advanced Indirect Painting Methods-Extended Palette**

2.5 credits

Prerequisites: Painting 2A, Painting 2B

Painting 3A will continue on the A series of Painting classes, and will introduce the student to glazing, scumbling, and velatura using a full color palette. Students will have 10 weeks to finish two paintings. Emphasis of this course will also be on synthesizing painting with a strong facility of drawing. Students will be required to create a preliminary underdrawing for their paintings and develop the painting through the stages of the historical Verdaccio technique: Imprimatura, Piambura, and Overpainting in full color. Finishing Glazes may be used to bring the painting to completion.

**PT6150 Painting 3B: Advanced Direct Painting Methods-Extended Palette**

2.5 credits

Prerequisites: Painting 2A, Painting 2B

Painting 3B is the third course in the B sequence of classes concerned with the Practice of Direct Painting. This course will reinforce the techniques imparted in Painting 2B and will introduce the student to direct painting with a full color palette. Emphasis will be placed on strong preliminary drawing skills and working with paint in an organized, faceted, planar analysis of perceived forms. Some classroom studies and homework assignments will be devoted to the historical tradition of Direct Painting/Alla Prima painting in which students learn how to apply paint/block-in/mass-in liberally and freely, without concern for drawing. Discussion of blending techniques will occur early in the term. While emphasis will remain on well-perceived values and balance of temperature relationships, students will begin to see how variations in chroma can enrich the painting process. Students will be required to explore an extended, full-color palette while maintaining clean color mixtures and color harmony throughout the composition. Students will have the opportunity to explore the full color palette through the process of quick studies as well as extended paintings.

**DS4050 Composition 4: Visual Communication**

2 credits

Prerequisites: Composition 3, Painting 2A, Painting 2B

Using the knowledge gained from the three previous composition classes, students will create their own compositions using more than one figure. Composition 4 will encourage the student to clarify a concept and design a composition that represents it best. Students will be challenged to analyze the action between multiple actors/elements and create images in a finished form that consider all the tools of the previous composition classes. Composition 4 aims to teach students how to communicate visually with clarity, or suggest poetically.

**PH3580 Semiotics and Isms in Contemporary Theory**

3 credits

Prerequisites: Art History Survey Part 6

This class will provide students with a strong foundation in the theoretical subjects that provide tools for analysis of the contemporary world, including semiotics, Marxism, psychoanalysis, post-structuralism, feminist and queer theory. While these modes of critical inquiry greatly enhance understanding of social life in the broadest possible sense, this course will specifically involve analyzing multiple forms of cultural production such as visual culture (including commercial imagery and film) and writing that represents various genres and disciplines. The student will develop verbal and written analytical skills with the goal of enriching quality of thought, discourse and artistic production.

**YEAR 2 QUARTER 4 FINE ART COURSE DESCRIPTIONS****PT7150 Painting 4A: Indirect Painting-Advanced Methods**

2.5 credits

Prerequisites: Painting 3A, Painting 3B

Painting 4A will encourage students to make unique and individual painting choices as they achieve full facility with Indirect Painting methods. Students will select a relevant painter, or several, from the history of art and/or

contemporary art to emulate. Through research and analysis of these artists, students will become familiar with their techniques and processes including choices of support types, ground colors, palette, and layers used in the underpainting/overpainting process. Students will combine aesthetics and methods to develop their own unique combination of paint handling, painting techniques, compositional choices and narrative choices. This course is intended not only to solidify understanding of Indirect Painting but also to help the student innovate on the indirect painting process. Further, this course will help the student to produce original work, and to develop more individuality in their voice as a painter.

**PT8150 Painting 4B: Direct Painting - Figure in a Spatial Environment**

2.5 credits

Prerequisites: Painting 3A, Painting 3B, Composition 4

Painting 4B is the last in the B series of painting classes concerned with Direct Painting. Students will synthesize the knowledge gained from previous painting, drawing and composition classes. This course will require the student to complete an illusionistic painting of a figure within a spatially convincing environment. Students will learn how to create a finished painting from rough compositional sketches, through color studies, and into the completion of a single, complex painting of the full figure in its relationship to the background, surrounding space/environment. Discussion of Atmospheric Perspective will focus on issues of color, value and contrast to convey spatial depth. Emphasis will be placed on strong drawing skills and working with paint in an organized, faceted, planar analysis of perceived forms and spatial passages using a full-color palette. Discussion of techniques for unifying and transitioning between planes will also be included. While emphasis will remain on well-perceived values and balance of temperature relationships, students will further their ability to see how variations in full-chroma can enrich the painting process.

**PH1580 Theoretical Pursuit of Contemporary Art Making 1**

2 credits

Prerequisites: Semiotics and Ism's in Contemporary Theory

This is the first class of a two-part course that encourages students to think critically about art making. It will connect the craft that they are learning to a structured thought process. Students will be encouraged to learn about and explore different contemporary theories and artists.

**PP1601 Portfolio Presentation 1**

0.5 credits

Students will start the process of creating a traditional fine artist's professional body of work. Student will select and discuss existing examples of their work to learn how to critically edit their pieces and make required modifications where necessary, to understand what is necessary to produce a finished piece that will become a part of their body of work.

**YEAR 3 QUARTER 1 FINE ART COURSE DESCRIPTIONS**

**PT1960 Fine Art 1A: Critical Thinking; Creating a Coherent Body of Work 1**

2.5 credits

Prerequisites: Painting 4A, Painting 4B, Theoretical Pursuit of Contemporary Art Making 1

This is the first class of a four-part thesis studio course that will enhance the student's critical thinking skills for the creation of a coherent body of work. By developing the student's awareness of their individual aesthetic values, what their content is communicating, and the effect their compositional choices are having on the viewer, students will develop a set of parameters that will inform the creation of a body of work. In addition to developing a body of work, students will engage in research, analysis and writing about contemporary/historical art theories and practices, as well as stylistic context.

**PT1970 Fine Art 1B: Process Development 1**

2.5 credits

Prerequisites: Painting 4A, Painting 4B, Theoretical Pursuit of Contemporary Art Making 1



This is the first class of a four-part thesis studio course that will serve as an aid to the Fine Art Critical Thinking classes. As students are encouraged to make creative choices in regards to mediums, tools, and technical application, they will further refine the parameters of their body of work, and develop a personal process for creating pieces. Process Development will address the student's individual technical concerns that may arise during the creation of work. In addition to developing a body of work, students will research and analyze historical and contemporary art practices in order to think, speak and write more clearly about their craft.

**TR9010 Studio/Gallery Tour**

2 credits

Prerequisites: Painting 4A, Painting 4B

This class will provide students a view of the contemporary figurative galleries in Los Angeles as well as observing the working habits of prominent local artists through the experience of studio visits. Students will visit professional artists' studios as well as visit different galleries and attend gallery openings, giving students a robust experience of the L.A. professional gallery scene and culture of professional painting. Each visit will be summarized by a short paper, articulating the student's ideas, feelings, and critical analysis of the artist's work in its relationship to contemporary and historical art theories.

**PH2580 Theoretical Pursuit of Contemporary Art Making 2**

2 credits

Prerequisites: Theoretical Pursuit of Contemporary Art Making 1

This is the second and final class of a two-part course that encourages students to think critically about art making. It will connect the craft that they are learning to a structured thought process. Students will be encouraged to learn about and explore different contemporary theories and artists.

**PP1602 Portfolio Presentation 2**

1 credit

Students will start to create a professional, traditional, artist's cohesive body of work. Students will learn principles and methodologies that will help them to create the individual pieces to be included in their body of work. Faculty will guide students to develop thumbnails for future work and coach them in exploring their personal style and viewpoint. Students will research historical and contemporary artists to understand the development of style.

**YEAR 3 QUARTER 2 FINE ART COURSE DESCRIPTIONS**

**PT2960 Fine Art 2A: Critical Thinking; Creating a Coherent Body of Work 2**

2.5 credits

Prerequisites: Fine Art 1A, Fine Art 1B

This is the second class of a four-part thesis studio course that will enhance the student's critical thinking skills for the creation of a coherent body of work. By developing the student's awareness of their individual aesthetic values, what their content is communicating, and the effect their compositional choices are having on the viewer, students will develop a set of parameters that will inform the creation of a body of work. In addition to developing a body of work, students will engage in research, analysis and writing about contemporary/historical art theories and practices, as well as stylistic context.

**PT2970 Fine Art 2B: Process Development 2**

2.5 credits

Prerequisites: Fine Art 1A, Fine Art 1B

This is the second class of a four-part thesis studio course that will serve as an aid to the Fine Art Critical Thinking classes. As students are encouraged to make creative choices in regards to mediums, tools, and technical application, they will further refine the parameters of their body of work, and develop a personal process for creating pieces. Process Development will address the student's individual technical concerns that may arise during the creation of work. In addition to developing a body of work, students will research and analyze historical and contemporary art practices in order to think, speak and write more clearly about their craft.

**BS1370 Business of Art 1**

3 credits

Prerequisites: Artist's Studio Tour

Through a variety of instructors that currently work in their respective fields students will learn of the practical necessities of being a financially successful fine artist. Topics will include marketing strategies, tax laws, basic economics, as well as studio organization.

**PP1603 Portfolio Presentation 3**

1 credit

Students create and present small format studies of the pieces they propose to include in their body of work. Emphasis is placed on developing a clear and cohesive plan to present themselves as artists with a definitive style and technique, which will be refined in subsequent works.

**YEAR 3 QUARTER 3 FINE ART COURSE DESCRIPTIONS**

**PT3960 Fine Art 3A: Critical Thinking; Creating a Coherent Body of Work 3**

2.5 credits

Prerequisites: Fine Art 2A, Fine Art 2B

This is the third class of a four-part thesis studio course that will enhance the student's critical thinking skills for the creation of a coherent body of work. By developing the student's awareness of their individual aesthetic values, what their content is communicating, and the effect their compositional choices are having on the viewer, students will develop a set of parameters that will inform the creation of a body of work. In addition to developing a body of work, students will engage in research, analysis and writing about contemporary/historical art theories and practices, as well as stylistic context.

**PT3970 Fine Art 3B: Process Development 3**

2.5 credits

Prerequisites: Fine Art 2A, Fine Art 2B

This is the third class of a four-part thesis studio course that will serve as an aid to the Fine Art Critical Thinking classes. As students are encouraged to make creative choices in regards to mediums, tools, and technical application, they will further refine the parameters of their body of work, and develop a personal process for creating pieces. Process Development will address the student's individual technical concerns that may arise during the creation of work. In addition to developing a body of work, students will research and analyze historical and contemporary art practices in order to think, speak and write more clearly about their craft.

**PT1990 Mentorship 1**

2 credits

Prerequisites: Fine Art 2A, Fine Art 2B

This class gives students an opportunity to study with a professional working artist that they admire. Each week students will converse with an artist of their choice in a one-on-one setting, and articulate what they specifically need help with. Mentorship 1 will potentially give students a chance to make a professional connection with a successful and prominent artist. Students will become familiar with the artist's professional and business practices as well as with their technical process.

**PP1604 Portfolio Presentation 4**

1 credit

Students refine and develop studies into final works, keeping in mind the goals and plans set forth in previous quarters to clarify and define their own unique identity.

**YEAR 3 QUARTER 4 FINE ART COURSE DESCRIPTIONS**

**PT4960 Fine Art 4A: Critical Thinking; Creating a Coherent Body of Work 4**

2.5 credits

Prerequisites: Fine Art 2A, Fine Art 2B

This is the fourth and final class of a four-part thesis studio course that will enhance the student's critical thinking skills for the creation of a coherent body of work. By developing the student's awareness of their individual aesthetic values, what their content is communicating, and the effect their compositional choices are having on the viewer, students will develop a set of parameters that will inform the creation of a body of work. In addition to developing a body of work, students will engage in research, analysis and writing about contemporary/historical art theories and practices, as well as stylistic context.

**PT4970 Fine Art 4B: Process Development 4**

2.5 credits

Prerequisites: Fine Art 2A, Fine Art 2B

This is the fourth and final class of a four-part thesis studio course that will serve as an aid to the Fine Art Critical Thinking classes. As students are encouraged to make creative choices in regards to mediums, tools, and technical application, they will further refine the parameters of their body of work, and develop a personal process for creating pieces. Process Development will address the student's individual technical concerns that may arise during the creation of work. In addition to developing a body of work, students will research and analyze historical and contemporary art practices in order to think, speak and write more clearly about their craft.

**PT2990 Mentorship 2**

2 credits

Prerequisites: Fine Art 2A, Fine Art 2B

This class gives students an opportunity to study with a professional working artist that they admire. Each week students will converse with an artist of their choice in a one-on-one setting, and articulate what they specifically need help with. Mentorship 2 will potentially give students a chance to make a professional connection with a successful and prominent artist. Students will become familiar with the artist's professional and business practices as well as with their technical process.

**PT0024 Business of Art 2: Portfolio and Website**

3 Credits

Prerequisites: NA

Business of Art 2 will ensure students have good portfolios, business cards, promotional mailers, business email addresses, blogs or websites established before graduation. Under the supervision of their instructor, students will research and target a number of galleries/organizations to mail promotional mailers to all relevant departments within each gallery/organization. Professional working fine artists will review and critique student's body of work, giving students another opportunity to perfect their body of work before presenting it to real world gallery/organization opportunities.

**PP1605 Portfolio Presentation 5**

1 credit

Students refine and complete final works that will represent them as their cohesive body of work as a professional fine artist working in traditional media. Consideration will be given to framing, presentation and the preparation of a gallery exhibit.

**Entertainment Art Course Descriptions**

The courses below are taken after the six quarters of fundamental courses.

**YEAR 2 QUARTER 3 ENTERTAINMENT ART COURSE DESCRIPTIONS**

**ET0001 Dynamic Sketching**

2 credits

Prerequisites: Perspective 1, Composition 3

This course is designed to develop the student's ability to communicate visual ideas quickly and effectively. Students will draw a variety of subjects/objects that occur repeatedly in film layout, composition and gaming in order to expand their visual vocabulary and build confidence in approaching different subject matter. This course will meet on location, and will develop the student's ability to draw complex forms in proper perspective, and will encourage students to provide a sense of context and narrative element within their sketches.

**ET0002 Short Pose Analytical Life Drawing**

1.5 credits

Prerequisites: Figure Construction 4, Anatomy 2

This course will develop the student's ability to create convincing, volumetric drawings of the figure within a small-time frame. By analyzing the construction and mechanics of the body, students will gain a solid grounding that will allow them to begin drawing figures from imagination. Students will also be encouraged to develop their own unique style of drawing; an invaluable trait in the Entertainment Art field. Individual critiques will address strengths and weaknesses of drawing technique.

**ET0003 Perspective 2**

3 credits

Prerequisites: Perspective 1

Perspective 2 will teach students the ability to sketch and draw in free-hand perspective, and to conceptualize ideas using simplified, rapid perspective drawing techniques. Importance is placed on the ability to conceptualize and sketch spatial environments in dimensional language. These skills are essential in the ability to work effectively with contemporary perspective software programs, commonly in use in the Entertainment Art field.

**ET0004 Composition for Film and Animation**

2 credits

Prerequisites: Composition 2

The objective of Composition for Film and Animation is to help students develop an understanding of storytelling with still images. Subjects and environments will be set up to reflect specific story ideas and design issues. These scenarios will enable the student to experience composition as well as authoritative forms of storytelling.

**ET0005 Heads, Hands, and Costume Sketching**

1.5 credits

Prerequisites: Figure construction 4, Anatomy 2

The aim of this class is to facilitate a student's ability to accurately sketch heads, hands, and drapery without the use of direct observation. Rather than focusing on the rendering of form, this class will give students a thorough understanding of construction, proportions, and anatomy of the human head and hands, as well as fold characteristics of certain fabrics.

**YEAR 2 QUARTER 4 ENTERTAINMENT ART COURSE DESCRIPTIONS**

**ET0006 Life Drawing for Visual Development**

1.5 credits

Prerequisites: Short Pose Analytical Life Drawing

This course will bridge the gap between observational drawing and drawing from invention by taking basic drawing and design principles and applying them to both the live model and the development of conceptual characters. Emphasis will be placed on storytelling through design, ensuring that each part of a character or figure serves a narrative function.

**ET0007 Digital Life Painting**

2 credits

Prerequisites: Painting 1-2

Digital Life Painting will serve as an opportunity for students to familiarize themselves with essential digital methods and materials. This class will take the lessons learned from the previous two painting classes and apply them to a digital format. We will focus on digital painting from direct observation using Photoshop.

**ET0008 Character Design Basics**

3 credits

Character Design basics will introduce students to the language and methods of designing characters. This class will focus on character types, character construction, facial expressions, and character props. The students will also learn to develop their characters to different story genres, learning the motifs or the décor for specific character identification within each genre. This class will cover the fundamentals of design for video games, animation and live action film design.

**ET0009 Digital Painting for Entertainment Art**

3 credits

Prerequisites: Composition for Film and Animation, Dynamic Sketching

Digital Painting for Entertainment Art will synthesize the lessons learned from Color Theory, Composition classes, and Painting classes and applying them to the digital world. Emphasis will be placed on the development of coherent, solidly painted compositions using Photoshop. Other topics include lighting, brushes and filters. Students should expect to do a lot of homework in this class.

**ET0010 Project Assembly and Research**

2.5 credits

Prerequisites: Composition for Film and Animation, Dynamic Sketching

This class teaches students how to effectively research for assignments. Project Assembly and Research will cover lighting setups, photographing live models, on location photography, on location composition studies, internet research and artist stylistic research. Students should expect class work to consist of thumbnail sketching and rough layouts, and will develop their understanding of the visual development process. Students will produce portfolio pages describing their research & how it applied to finished projects.

**YEAR 3 QUARTER 1 ENTERTAINMENT ART COURSE DESCRIPTIONS**

**ET0011 Project Class 1A: Introduction to the Visual Development Pipeline**

2.5 Credits

Prerequisites: Project Assembly and Research

This course will introduce students to the Visual Development process. Through a succession of stages beginning with research, students will create finished artwork that incorporates characters, props and locations; with a goal of telling a key story point in a unified, cohesive style. Students will be expected to communicate their ideas through thumbnails, finished drawings and completed paintings.

**ET0012 Project Class 1B: Prop Design and Painting**

2.5 Credits

Prerequisites: Character Design Basics, Digital Painting for Entertainment Art, Digital Life Painting

Project Class 1B (Prop Design and Painting) will use both traditional and digital methods to teach the student how to develop and render props for the entertainment industry. From tables, chairs, windows, pictures on the wall, to anything else that dresses a set; Prop design and Painting will not only teach students how to design these individual elements according to a film's unique stylization, but will teach them about important scale, and proportional considerations as they relate to character usage, and how to compose them within an environment.

**ET0013 Life Drawing for Animation**

1.5 Credits

Prerequisites: Life Drawing for Visual Development

In Life Drawing for Animation, students will integrate the figure into compositional settings while continuing to study the figure itself. Through extensive in-class exercises and homework assignments, students will study the figure's role in narrative storytelling. By adding a narrative and composition dimension, students will move beyond conventional, isolated life drawings and develop drawings that serve as the planning stages of more ambitious drawing or painting projects.

**ET0014 Creature Design**

2 Credits

Prerequisites: Character Design Basics

Creature Design teaches students how to create creatures by mixing & matching anatomical features creatively. Creatures of this type are used extensively in game design, and live action film. In this course, students will develop fictitious characters through a design process combining inspiration from vertebrates and invertebrates as well as their imagination. Students will synthesize their understanding of human anatomy with their skill sets learned in character design and visual development. Focus will include designing creatures and animals that have personality and will be easy to animate. The students will learn how to design effectively using research and design from previously designed creatures and monsters as well as develop a process for understanding of how to dissect any type of creature from the bones up for a more convincing design.

**YEAR 3 QUARTER 2 ENTERTAINMENT ART COURSE DESCRIPTIONS**

**ET0015 Project Class 2A: Visual Development Style Exploration**

2.5 Credits

Prerequisites: Project class 1A, Project Class 1B

Visual Development Style Exploration will teach students how to create style. Students will create two vis-dev paintings from beginning to end using two fundamentally different art styles. Students will be required to augment their stylization choices with thorough research of locations, prop designs, characters, and most importantly stylistic research based on previous art and artists. The students will also learn to differentiate the different genres they will be designing into through the color palettes and design motifs already established in the history of each genre.

**ET0016 Project Class 2B: Advanced Character Design**

2.5 Credits

Prerequisites: Project Class 1A, Project Class 1B, Creature Design

Advanced Character Design reviews the fundamentals of character design, and expands on them by teaching students how to create characters that have a capacity for animation.

Students will create a cast of 5 to 7 characters that represent different personalities appropriate to a story. Students will be taught how to create characters that look as if they have articulated limbs, and how to place those characters in a “turnaround”. The final project will consist of a character grouping that shows all of the characters in relation to one another. Students will learn to keep the silhouettes simple while designing the interior of the character with pizzazz and dynamic shape design. Students will also learn to design with color intelligently, designing the genre and archetype using the appropriate color palettes to differentiate them.

**ET0017 Intermediate Digital Painting**

2 Credits

Prerequisites: Digital Life Painting, Digital Painting for Entertainment Art

Intermediate Digital Painting will teach students how to digitally paint a variety of textures. By using still life setups and photographic reference, students will learn how to describe a variety of surfaces. Students will primarily paint metals, fabrics, varieties of wood, old, and new objects that are typically seen in movies and animation. Dimension, lighting, and surface ideation will all be covered in this class, as well, the students will learn rendering shortcuts, the use of photos for quick design comps, thumbnails and look boards.

**YEAR 3 QUARTER 3 ENTERTAINMENT TRACK COURSE DESCRIPTIONS**

**ET0018 Project Class 3A: Storyboarding Basics for Film and Animation**

2.5 Credits

Prerequisites: Project Class 2A, Project Class 2B

In Project Class 3A students will learn the language of storyboarding and will be responsible for completing a scene for a film and an animation. The students will learn visual dictation for camera moves, in-frame moves, as well as draw up scene maps for actor and camera placement. The students will learn about dynamic shot design and how to visualize graphic information within the frame. The students will learn the technical differences between drawing boards for film and drawing them for animation. The students will learn how to block out key frames for timely gesturing in animation.

**ET0019 Project Class 3B: Flats and Cutaways**

2.5 Credits

Prerequisites: Project Class 2A, Project Class 2B

Flats and cutaways are two essential visual elements of visual development. In Project class 3B students will learn how to create simple digital views of both the exterior and interior of buildings. In addition, students will choose their most successful project and create an attractive map with style that shows the key locations of everything in the world of their story. Maps of the World will aid in the completion of a student's Visual Development portfolio and may be used to support any previous project class. We will also learn how to generate shot maps for successful design sketching of an environment. These maps are similar to the maps used in storyboarding.

**ET0020 Portfolio Presentation 1**

2 Credits

Prerequisites: NA

In Portfolio Presentation 1 students will learn how to create a professional, traditional, artist's portfolio. Students will learn principles and methodologies that will help contribute to creating a dynamic portfolio presentation. Students will select and discuss their existing body of work, learn how to critically edit their pieces and make required modifications where necessary, in order to produce a finished, professional portfolio that exemplifies the quality of their work.

**YEAR 3 QUARTER 4 ENTERTAINMENT TRACK COURSE DESCRIPTIONS**

**ET0021 Project Class 4A: Technology Design for Games, Movies and Animations**

2.5 Credits

Prerequisites: Project Class 3A, Project Class 3B

In Project Class 4A students will learn to design technology for gaming, movies and animations. While it is not as essential for the designer to know every nuance about how something is constructed and built to really work, it is important for the designer to build around a working aesthetic that is convincing enough for an audience to buy into what the design represents. Students will dissect real world design technology and machinery to thoroughly understand how they run and function, understand their design package for better manipulation and modification in the designs they generate, and learn the aesthetics of modern design for smarter current designs for the genre they are designed for. The students will also learn to use digital media to quickly render the hard surfaces effectively without laboring over the painting process.

**ET0022 Project Class 4B: Triage, Portfolio Analysis and Preparation**

2.5 Credits

Prerequisites: Project class 3A, Project Class 3B

Project Class 4B will provide students with the opportunity to ensure that their best work possible will be included in their portfolio. Rather than focusing on the design of a portfolio, "Triage" will focus on improving the work that is inside the portfolio. Students will spend time fixing, reworking, rethinking, and finishing previous work. All of the artwork inside a portfolio will be categorized and analyzed for problems and final corrections before finalizing their portfolio. Categories will be delineated by previous project classes and entertainment classes.

**ET0023 Business of Entertainment Art 1**

3 Credits

Prerequisites: NA

Through a variety of instructors that currently work in their respective fields students will learn of the practical necessities of being a financially successful entertainment artist. Topics will include marketing strategies, tax laws, basic economics, as well as studio organization. This class prepares students for the business side of art. In one half of the class, students will be guided through basic economics, bookkeeping and tax laws by a certified public accountant. During the other half of the class, the students will be exposed to a variety of artists, currently working in their respective field, to learn practical methods of studio organization, interview techniques and marketing strategies, that will contribute to making them successful entertainment artists.

**ET0024 Business of Entertainment Art 2: Portfolio and Website**

3 Credits

Prerequisites: NA

Business of Entertainment Art 2 will ensure students have good portfolios, business cards, promotional mailers, business email addresses, blogs or websites established before graduation. Under the supervision of their instructor, students will research and target a number of companies to mail promotional mailers to all relevant departments within each company. Professional working entertainment artists will review and critique student's portfolios, giving students another opportunity to perfect their portfolio before presenting it to real world job opportunities.

**Electives**

Full-time students have the following opportunities in the Extension and Full-Time Programs. All classes are taken for a grade. Students are encouraged to submit their requests early. All classes have limited space.

**Curriculum Electives**

1. Students are required to choose from a list of selected classes offered in the Extension or Full-Time Program as their elective. Each eligible class in the Extension program will have 5 reserved spaces for full-time students. Once a course has met its minimum number of Extension students, the 5 full-time students will be guaranteed their spot. Registrations for full-time students are on a first come, first served basis. Students must submit an Add/Drop Form available in the Administration Office. Students may also request a class that is not on the list of selected classes in the Extension program. All classes will require approval from the instructor and Director of Academic Affairs. *Certain courses may require you to pay additional tuition.*
2. Students must take their electives in the same order as outlined in their set curriculum program. Students must submit an Add/Drop Form available in the Administration Office. The Director of Academic Affairs must approve this form. Classes may not be confirmed until the first day of the class, based on availability.
3. Students may take additional electives beyond what is required in the set curriculum program. Students must submit an Add/Drop Form. The Director of Academic Affairs must approve this form. Classes may not be confirmed until the first day of the class, based on availability. Students must maintain at least a 3.0 GPA, 100% Attendance Record (except excused absences), and may not be delinquent in their financial accounts to take additional elective classes as well as non-elective workshops.
4. Students may work independently from the model in most available instructed or uninstructed classes as a drop-in. Administration Office must approve all drop-ins.
5. Students may take an elective that is not part of their concentration. These classes will require approval from the instructor and Director of Academic Affairs. Courses requiring prerequisites are not eligible. *Certain courses may require you to pay additional tuition.*
6. Students are not allowed to take upperclassman courses.

**Definition of the Academic Year**



All LAAFA studio and academic classes operate on the basis of a “Quarter” rather than a Semester system which allows for four ten-week Quarters in each year for forty weeks of education in a year compared to thirty weeks in a semester system.

## Credit Translation Policy

The quarter-hour of studio credit is equal to 2 clock hours in the studio for ten weeks a quarter. A lecture course that meets for 3 clock hours a quarter is equal to 3-quarter credits. This includes an equal number of hours on homework outside of class. Study without an instructor or a lab meeting for 3 hours is equal to 1-quarter credit each quarter.

## ACADEMIC POLICIES AND PROCEDURES

### Instructional Concerns

Students having issues of any kind may speak to the Director of Academic Affairs, Faculty chair and/or Student Services Coordinator for guidance.

- First discuss the issue with the Faculty Member. Make sure that all aspects of the problem are clear to both of you.
- If the problem is still not resolved, see the Director of Academic Affairs or Faculty Chair.
- If you then do not feel your concerns were fairly met, you may make an appointment to speak with the President.

### Progress Reviews

Students will have quarterly and annually progress reviews to ensure they are progressing satisfactory in the program.

#### Quarterly Progress Reviews

The Director of Academic Affairs will conduct Quarterly Progress Reviews for all students. Each student’s current portfolio will be photographed at the end of each quarter. Those images will be stored online in the student’s file. The portfolio will be reviewed in consultation with other instructors to ensure that the student is on track and is satisfactorily progressing and does not require additional study in any core program areas.

#### Annual Progress Reviews

An Annual progress report will be prepared for each student’s current portfolio. The portfolio will be reviewed in consultation with other instructors to ensure that the student is on track and is satisfactorily progressing and does not require additional study in any core program areas.

#### 18-Month Progress Review: Entertainment Art and Fine Art Programs

Students who are in the Entertainment Art and Fine Art Program will have an 18-month review by the Director of Academic Affairs along with a committee of working professionals. This review is to identify if the student is prepared to enter the Entertainment Art or Fine Art concentration. Upon review, student may be accepted to move ahead in the program, take additional classes before moving forward or repeat the 18-month foundational track.

### Graduation Requirements

Graduation is held annually. In order to meet the Standards of Academic Progress and graduate with a diploma, a student must maintain and fulfill the following requirements:

- A cumulative grade point average (GPA) of at least 3.0.
- Successfully complete at least 67% of the cumulative credit hours attempted.
- Completion of course requirements.

- Continuous enrollment until final exhibition of Senior Project.
- Payment of all financial obligations to the school.

### Good Standing

To be considered in good standing, students must maintain a non-probationary status, be clear of any financial obligation to the school, and be clear of involvement in any disciplinary action.

### Satisfactory Academic Progress - SAP

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy and to remain eligible for HEA, Title IV federal student financial assistance. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet LAAFA’s attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain eligibility for federal student financial assistance funds unless the student is on “Financial Aid Warning” or “Probation” as defined in this policy.

### Completion of Course Requirements

The normal time frame for the students in the Bachelor of Degree and Certificate Programs to earn the required credits is 3 calendar years of full-time study (four quarters in a calendar year). Additional time is provided for students to complete the general education requirements for the degree programs as well as repeat failed classes (see table below for Normal and Maximum time frames).

A student in the BFA Degree in Fine Art and Entertainment Art Program must earn 180 credits.

A student in the Certificate in Fine Art and Entertainment Program must earn 138 credits.

A student in the Fine Art Fundamentals Diploma program must earn 78 credits.

A student in the Entertainment Art Diploma program must earn 55.5 credits.

A student in the Drawing Diploma program must earn 54.5 credits.

### Maximum Time Frame

The normal time frames and maximum time frames required for program completion are listed below. Students who maintain satisfactory academic progress in attendance will complete the program during the allowable maximum time frame. Students who do not complete by the maximum time frame will not be eligible for additional financial aid.

<u>Program</u>	<u>Normal Time Frame</u>	<u>Maximum Time Frame</u>
BFA Degree in Fine Art	120 Weeks	180 Weeks
Certificate in Fine Art	120 Weeks	180 Weeks
Fine Art Fundamentals Diploma	60 Weeks	60 Weeks
Drawing Diploma	40 Weeks	40 Weeks
Entertainment Art Diploma	60 Weeks	60 Weeks
BFA Degree in Entertainment Art	120 Weeks	180 Weeks
Certificate in Entertainment Art	120 Weeks	180 Weeks

### Grading Standard

Students’ performance will be measured in each of the following areas:

- Attendance
- Performance
- Effort
- Attitude
- Progress

### Grading System (Qualitative/Academic Standard)

Following the end of each quarter, grade reports are given to each student and are also available in the Registrar’s office to all students registered for credit. Students must maintain an academic average of at least 85% (C) or

higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress. The grade point system is as follows:

<u>Grade</u>	<u>Meaning</u>	<u>Grade Point Average</u>	<u>Definition</u>
A (95%-100%)	Excellent	4.0	Work of exceptional quality which goes beyond the stated goals of the course.
B (85%-94%)	Above Average	3.0	Work of very high quality that indicates substantially higher than average abilities.
C (75%-84%)	Average	2.0	Average work that satisfies the goals of the course.
D (Below 75%)	Below Average, Unsatisfactory	1.0	Below average work that indicates that the student does not fully understand the assignments. Passing for credit.
F	Failure, No Credit	0.0	Indicates a failure to accomplish minimum course requirements. A failed course must be repeated. The 0.0 grade negatively effects GPA and certificate GPA and certificate credit is not granted.
W	Withdraw	None	A withdrawal "W" is recorded if a student officially (in writing) withdraws from a course due to extenuating circumstances, which can be medical or personal in nature. The withdrawal letter must be signed by someone familiar with the circumstances. A "withdrawal" W does not affect the GPA.
WF	Withdraw/Fail	0.0	A "WF" is the same as receiving an "F". Failure to submit a valid letter of withdrawal from a class or classes, in writing, will result in responsibility for full payment of tuition and fees and a grade of "F" for class.

**Quantitative/Pace Standard**

Students must successfully complete at least 67% of the cumulative credit hours attempted by the student during his/her enrollment. A student’s pace of program completion is determined by the following formula:

$$\frac{\text{Cumulative credit hours successfully completed as of the evaluation date}}{\text{Cumulative credit hours attempted by the student as of the evaluation date}}$$

For example, a student enrolled for 15 credit hours during an academic term. At the completion of the term, the student successfully completed 12 of the 15 credit hours attempted (the student failed to achieve a passing grade in a 3-credit hour course during that term). This student’s pace of program completion is 80% (12/15). Pace is always computed on a cumulative basis. Currently, this student would be meeting the quantitative/pace requirement of this policy.

**Academic Grievance Procedure (Including Requests for a Change of Grade)**

An instructor may change a grade only if an error occurred in computing or recording the final grade, or if re-evaluation of previously submitted work is warranted. Extra work, beyond that required of other class members during the period when the class met, or work handed in after the completion of the course, may not be offered as reasons for a grade change.

If a student questions the correctness of a grade, the student should address his/her concern to the instructor. Any change of a final grade may be made only by the course instructor, who must personally submit the signed Change of Grade form, including the signature of the Director of Academic Affairs or Faculty Chair to the Office of the Registrar no later than the end of the quarter following the one in which the grade was given.

Please note that graduated students who wish to seek a change of grade must do so no later than three days after the last grades required for completion of degree requirements are filed.

## Review and Evaluation Periods

Student progress will be reviewed on a quarterly basis to identify students who may be at risk regarding satisfactory academic progress. At risk students, will be counseled and will be advised regarding efforts to improve progress. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be performed at the end of each financial aid payment period. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation.

## Financial Aid Warning/Probation

Students who fail to meet either of the two progress standards as of an evaluation date will be placed on Financial Aid Warning (FAW) status and the student will remain eligible for federal student aid funds for the subsequent payment period/quarter. A student may not be placed on FAW for consecutive payment periods/quarters. At the end of the FAW period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain eligible for further federal student financial aid. Any student who fails to meet the published standards at the end of his/her FAW period is considered as not making satisfactory academic progress and is ineligible for further federal aid unless the student submits a written appeal in accordance with this policy as is granted "Probation" by LAAFA. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for the subsequent payment period/quarter only.

## Reinstatements

Generally, most students who enroll in the school are considered to be making satisfactory academic progress during their initial evaluation period. Once a student has dropped out of the program, it is at LAAFA's discretion to allow the student to re-enter the program. Students must re-apply if they drop out of the program. Upon review of the student's portfolio, students may be required to take additional courses in the Extension Program in order to join the original group that they started with. Depending on the number of quarters missed, students may be asked to join a new group.

## Appeals

Students who have been designated as not making satisfactory academic progress may appeal this determination with LAAFA based on mitigating circumstances. The student's appeal must be made in writing in the Administration office and must be received within 10 days of the determination of unsatisfactory progress. The student's appeal must document the unusual or mitigating circumstances that caused the student to fail to meet LAAFA's standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. LAAFA will review the student's appeal and related documentation and its resulting decision will be final.

## Course Incompletes and Repetitions

LAAFA does not offer grades of "incomplete" and accordingly, these have no impact on SAP. If a student elects to repeat a course those credit hours will only be included in the determination of the student enrollment status if the course is required to be repeated by the student for academic credit. Elective course repetitions will not be included in enrollment status, which may affect federal aid eligibility. The final grade achieved by the student for

any courses being repeated for academic credit will replace any existing grade associated with that course. Any credit hours transferred to and accepted by the institution for the student from previous training shall be considered as both successfully completed credit hours as well as credit hours attempted for purposes of satisfactory progress determinations. Students should meet with a financial aid advisor to discuss the conditions under which federal aid may be awarded for repeated courses.

### Reinstatement of Federal Financial Aid

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period/quarter not making satisfactory academic progress, but reverses that designation before the end of that payment period/quarter, the student will be eligible for federal aid for that payment period/quarter.

### Withdrawal Policies

#### Official Withdrawal

LAAFA doesn't offer Leave of Absence as an option for a student that would like to withdraw. In the event a student finds it necessary to be absent from school for an extended period of time, he/she may request an official withdrawal form by filling out the "Request to Drop Form" in the Administration Office. The student would receive a grade of "W". This grade will appear on the transcript but will not be used to calculate the GPA.

#### Unofficial Withdrawal

Unofficial withdrawal is considered to occur when a student fails to attend classes for 4 consecutive calendar days (excluding scheduled school breaks or vacation periods). In such occurrences, the Administration Office would then begin the withdrawal and refund calculation process. A student would receive a "WF" which is equivalent to a grade of "F".

### Attendance Policy

Attendance will be taken at all sessions. Students are expected to attend classes regularly, on time, and for the full session of each class. Therefore, we endorse a strict policy, which allows instructors or administrative staff to permanently remove students from a class if they are delinquent in their attendance.

- Two Tardiness = One Absence
- Leaving class early = One-half Absence
- 10-Week set curriculum courses:
  - Two Unexcused Absences = Academic Warning
  - Three Unexcused Absences = Failing Grade in the class
- 8-Week set curriculum courses:
  - One Unexcused Absences = Academic Warning
  - Two Unexcused Absences = Failing Grade in the class

#### Student Expectations:

- Students need to arrive EARLY to set-up class. If you are clocking in on time for studio classes, you will be unprepared for your class. Your instructor, fellow classmates, and model deserve your respect to be ready to work on time. Everyone's time is important and if you miss vital information due to time issues, it will weaken the structure of your intensive program.
- Students may be marked tardy by instructor if they are not set-up or prepared for class.
- The only excuse for a tardy or absence is a note from a doctor. Any other excuse such as: traffic, headache, forgot to punch-in will be an automatic tardy and/or absent.
- Students are expected to work independently (without instructor) during class time.
- Students may only take breaks during official class break times or when approved by instructor or staff.

Please note the following consequences once you receive Academic Probation:

- Loss of Scholarships
- Loss of Work Study Opportunity
- May Effect Financial Aid Support
- May Effect Veterans Benefits
- Loss of ability to pursue Practical Training opportunities for International Students.
- Loss of the opportunity to take advantage of any bonus Electives or Workshop benefits
- Loss of ability to participate in student Shows and Exhibitions
- Loss of opportunity to attend Union Workshops
- Students who are placed on probation for the quarter and fail to remove themselves from probation by achieving a 3.0 GPA at the end of the following quarter (resulting in not making Satisfactory Academic Progress) are subject to dismissal at the discretion of the President.

Please note the following consequences for receiving a failing grade in a class:

1. Students must repeat failed classes.
2. A failing grade in certain classes would lead to the student lacking the prerequisite courses for future studio classes.
3. For either of the scenarios in items 1 and 2 above, you may be forced to wait an additional year or longer for the ability to retake classes.
4. Students who are dropped from the program due to attendance issues will not be considered for readmission into the program in the future.
5. Loss of ability to pursue Occupational Practical Training opportunities for international students

Students who have a failing grade in class due to attendance are required to keep attending class for the remainder of the quarter. In addition, students must receive approval by class instructor and Director of Academic Affairs to continue with the program. If approved to continue, student will be required to retake the same class when offered.

### Academic Integrity

Violations of academic integrity are considered to be acts of academic dishonesty and include (but are not limited to) cheating, plagiarizing, fabrication, denying others access to information or material, and facilitating academic dishonesty, and are subject to the policies and procedures noted within this student handbook, including the Student Code of Conduct. Please note that lack of knowledge of citation procedures, for example, is an unacceptable explanation for plagiarism, as is having studied together to produce remarkably similar papers or creative works submitted separately by two students.

### Process for Addressing Violations of Academic Integrity

If an instructor suspects a student of any violation of academic integrity; the following process is to be followed:

1. After an initial consultation with the Administration Office where the infraction is identified and its seriousness assessed, the instructor must address the situation with the student, either in writing or in person. After having addressed the situation with the student, the instructor shall determine an appropriate course of action within his/her purview as a member of the teaching faculty. (Please refer to the "Sanctions" section of this policy for possible actions to be taken in such cases.)
2. In the case of Assignment Sanctions (see below), the instructor may submit a written summary as outlined above if he/she deems it to be warranted.
3. In the case of Course Sanctions (see below), the instructor must prepare and submit a written summary of the infraction and its penalties to the Administration Office and a copy of the written summary will be placed in the student's confidential file.

### Sanctions

After consulting with the Administration Office, it is up to the instructor to determine how serious the offense is (based upon his/her academic standards and expectations) as it relates to the sanctions to be imposed within his or her course. The Faculty chair must be kept apprised by the instructor of all actions taken. If it is judged that a student has violated the school's standards for academic integrity, sanctions may include but are not limited to:

**Assignment Sanctions** - (Please note that when sanctions are imposed in this manner, students become ineligible for an Incomplete or a Withdrawal from the course in which the sanctions are imposed if it is pursued as a result of the sanction.)

1. Repeating the assignment or completing an additional assignment; or
2. Failure of the assignment with no opportunity to repeat it. No points will be earned for the assignment (that is, an F will equal a "0").

### **Course Sanctions**

1. Issuance of a warning or verbal reprimand with a written description of the interaction by the instructor. Copies of such reprimands must be kept by the instructor, and submitted to the student and the Administration Office where the information will be filed in the Student's Confidential File;
2. Failure of the class; or
3. Referral to the President for possible actions that may include but are not limited to suspension, dismissal or expulsion. Such referral is likely in extreme or repeated cases involving a violation of academic integrity.

### **Technology in the Classroom**

Use of cell phones or audible beepers is not permitted in the library, or during class time. Cell phones must be turned off before entering class or library. This includes refraining from using your phone for text messaging during class time. Do not listen to headphones during class; do not keep ear buds in your ears. Faculty retain the right to prohibit students from using laptops or other portable technology in the classroom or studio as they see fit, except for technology that is being used to accommodate a student's documented disability.

### **Classroom Etiquette**

- You may address your instructors by their first names. Never address an instructor as "Dude", "Man" or "Buddy", or any term of this nature. This includes interactions with the instructor outside of class.
- If the instructor is talking to you about your drawing during 1-on-1 critique during class, do not continue drawing. Rather, lower your drawing/painting arm, listen and focus on what the instructor has to say. Make it easy for the instructor to step in and look at your work. Never continue drawing or painting while the instructor is gesturing or pointing at your drawing.
- If the instructor is giving a demonstration, do not attempt to draw during the demonstration, unless the instructor invites you to do so. Do not walk away from a demonstration in progress prior to the instructor indicating that the demonstration is complete.
- Do not negate an instructor's guidance by citing that a separate instructor requires a different technique. All of your instructors are right. This school offers you the opportunity of having multiple points of view, which increases the likelihood of understanding any given topic. If a student has a serious problem understanding what appears to be conflicting points of view between instructors, the student should raise these concerns with the instructors outside of class.
- If the instructor offers you critique during class, do not negate what is said by claiming any of the following:
  - "I just started"
  - "I haven't gotten there yet"
  - "The model moved/changed"

Your instructors already know these things, and their critique already takes that into consideration. The comments above come across as dismissive of an instructor's input.

- Make sure that you are always awake and alert during class. Always remain in an upright position during class. Never recline your body in any manner during class time, except in emergency. This includes lowering your head onto a table, desk or drawing board.

- Refrain from engaging in social conversations during class, except during breaks. In-class conversations between students should be limited directly to the subject matter of the course and should include the participation of the whole class. Be sensitive to topics becoming isolated to two people only. Be aware of the volume of conversations, so that they don't bleed into other studios.
- Do not deface your homework and/or drawings in trivial ways. Examples include: Adding wings, tails, gruesome facial features/skulls, absurd hair stylings, etc. Also includes any kind of stylization to facial features or other aspects of the figure. Refrain from the use of graffiti in your drawings/homework. These kinds of additions/stylizations are often the product of old habits, which prevent learning and growth.
- Treat homework assignments/in-class assignments as assignments; do not attempt to make finished, "gallery" quality work for homework assignments. Students who attempt to do so continually fail to meet the logistical and timely requirements of any given assignment, in class or outside of class. Unless otherwise stated, your instructors expect you to move through your assignments rapidly, efficiently and punctually while maintaining integrity and appropriate quality. Students should not cite "I work slowly" as an excuse for not finishing homework assignments.
- Chalkboards and Dry Erase boards are for instructor use only and students are prohibited from using them unless it is for clarity of discussion with an instructor. Chalkboards and dry erase boards used for frivolous purposes create visual pollution, poor academic environment and reflect poorly on the school in the eyes of visitors and prospective students. Chalk and Dry Erase boards in the studio reserved for the advanced students are reserved for student use.
- Never arrive on LAAFA premises under the influence of illegal substances, unless prescribed by a doctor (Documentation required). This includes any LAAFA course meeting on campus or off-campus. **Use of any illegal substance or alcohol on LAAFA premises, campus or classrooms will result in immediate dismissal of the student.** Students appearing under the influence of substance or alcohol will be privately confronted by the instructor, staff or administration.

## Student/Model Etiquette

### Model's Robe, "Disrobing", Timer

Models bring a robe and slippers/sandals to the class or life session. Models wear their robe during breaks, and before and after they take to the model stand. They bring their own timer for keeping time on the pose and breaks. Models also have the option to borrow a timer from the Administration office.

### Changing/Undressing

The Model should never be made to undress or change in plain view of the class. Rather, the model should be provided a private space in which to change into a robe before the studio session begins.

### Privacy

The Model should never be in view of the public, or people outside of the classroom. Steps should be taken to ensure class privacy. Windows must be screened, and doors must be closed when the model is posing.

### "Model is posing."

There should be no talking or chatting when the model is posing. The only communication should occur between the instructor and the student with whom the instructor is conversing. When the model assumes a pose on the model stand, the instructor or facilitator may say to the class, "The Model is posing". At this point, students/artists should return to their easels and silence should resume. Models should not converse with students/faculty except during timed 5-minute breaks. In the case of an uninstructed workshop, address the staff setting the pose.

### 20 minutes

Models are typically expected to pose for 20-minute increments (unless otherwise requested and agreed upon by both model and instructor.) After every 20-minute pose, the model will receive a 5-minute break. The pose and break time will be kept by the Model (preferred), or the Instructor/Facilitator if the model does not have a timer.

### 3-Hour Poses/Long Breaks



If the model is posing in twenty minute increments for the entire 3 hours, and there is no lecture or critique given during class, the model should receive a 15-minute break in the middle of the session, in addition to their 5 minute breaks after every 20 minutes.

## **Do Not Touch**

Never touch the model, except in case of emergency.

## **Addressing the Model**

Students should not address the model. If there is an issue of correction to the pose, students should direct their concern to the Instructor/Facilitator who will talk to the model. A common example of this is when the pose needs an adjustment to return to its original state, (perhaps a hand is slightly out of place, or the knee moved a few inches over) students should not yell out directions to the model, unless the model invites the commentary; even in this case, we must proceed with polite tones of voice, and only one student at a time.

## **Don't Pack Up or Set Up while the Model is posing.**

Students/Artists in the session should not come in and set up, or pack up their belongings during a model's pose, but rather must do so during a break. This is particularly of concern at the end of the class, when people pack up early and the model is still posing. This is very disrespectful to both the model and artists in the room still working/concentrating.

## **No Reprimand**

Do not reprimand the model. Any criticism of a model's behavior should be directed to the instructor or the administration privately. If a student has a complaint about a model, it should be discussed first and only with the course instructor (or Administrative staff if uninstructed). If the problem is not resolved, the issue must be discussed with the Administrative staff. If any student has concerns that are not resolved to their satisfaction, they should refer to the Grievance policy listed elsewhere in this student handbook.

## **Music**

If music is played in class, it should not be offensive to the model. Usually, most music is acceptable to the model, but they should be asked.

## **Photography/Cell Phones**

If a student would like to request a photo, they must direct their request to the Instructor/Facilitator. Cell phones must be turned off and concealed due to the photographic capabilities of most cell phones. Most models charge a fee for a photograph. Do not under any circumstances take a photograph of the model without their consent.

## **Hours of Operation**

The Main Administration office is open Monday through Friday from 9:30AM to 5:00 PM. Class schedules vary each quarter. Please see the Academic Calendar in this student handbook for a list of holidays and school closure days.

## **Identification Cards**

All full-time students will be issued a Student ID Card at no charge. (Replacement cards are \$15.) The ID card may be used to obtain special student rates at local area businesses, museums, and Internet sites. Please contact the Administration Office to have an ID made.

## **Camera Requirement**

Students are expected to produce images of their work throughout their school career and should become familiar with the operation of a camera to create digital images. Images are often requested by faculty for reviews, exhibitions and may not always be returned. Students are advised to make duplicates for their personal

collections. All students should consider purchasing their own digital cameras with a five-megapixel resolution or better, as part of their professional equipment.

## Photography/Filming Policy

LAAFA photographs campus activities throughout the year for publication or public relations purposes. In addition, LAAFA will film classes throughout the year for educational purposes. LAAFA also reserves the right to photograph, film, reproduce and display works of art produced by students enrolled in its academic programs on its websites and for promotional purposes. Students will be given a release form prior to attending LAAFA.

## Photography/Filming in the Classroom Policy

Photography and/or filming may occur in studios only when the instructor and the administration office have approved it in advance. This applies to all classes, not just those using models. Photos and videos taken must either be for use by LAAFA, in which case they become the property of LAAFA, or for personal use by the photographer. Photographs or videos may not be used in the public domain without the express written consent of LAAFA.

Students will be given a release form prior to attending LAAFA.

## Maintenance Policies

The maintenance personnel make every effort to keep the facilities as clean as possible. However, students are expected to make the following contributions to keeping our school as clean as possible:

1. Please use a palette for mixing paints, and clean spilled paint immediately.
2. Please avoid transferring clay, paint, charcoal, etc. to any surfaces. (Walls, floors, desks, tables, etc.)
3. Please clean your area and put all garbage items into the trash receptacle after every class.
4. Please remove old tape before changing pose/location.
5. Please deposit turpentine in the appropriate receptacles and not in sinks.
6. Graffiti is treated as vandalism and is not permitted anywhere on the property, unless it has been pre-approved as an artistic endeavor.

## Storage Policy

All sculpture, drawings and paintings must be removed by the last day of each quarter. Occasionally, drawings, paintings and sculpture may be stored in the studios during the break with special permission from the Administration office. The maintenance staff will permanently remove any artwork left without special permission during the breaks.

## Parking Rules

The parking rules apply to everyone who parks in our lot. Please do not touch other people's cars for any purpose. The school has the right to manage its parking lot to ensure safety, maintain fire lanes, and provide handicapped and visitor parking spaces. Cars parked inappropriately may be ticketed or towed. Anyone parking in our lot does so at their own risk, we cannot be held responsible for any damages incurred while using our parking lot.

## Pets / Animals

There are no dogs, pets, or other animals allowed inside the building without LAAFA's consent. Police will be notified if there are any animals left in cars during weather that is too warm or too cold for their safety.

## Visitors to the School

Alumni and visitors may not take part in any studio activity without the permission of the Administration office and the faculty.

## Non-Fraternization Policy

The College strongly discourages any inappropriate relationships between students and non-student members of LAAFA's Community, including models, staff, members of the board, and faculty, as this constitutes a conflict of interest and places students in a potentially vulnerable position.

## Cancellations / Postponements

LAAFA reserves the right to cancel any class, limit class size, change class times or substitute instructors for those listed in the schedule, should it be necessary. Students are contacted in case of any class cancellations, make-ups and postponements.

## Messages and Mail

LAAFA does not take or distribute messages except in the event of an emergency. Similarly, no personal mail should be sent care of LAAFA. Only in the event of an emergency will we contact you in the studio. All full-time students are issued a LAAFA email address. Email communications with the students are conducted via their LAAFA email address.

## Access to Records

Annually, LAAFA informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the school complies, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act.

## Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include the following:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the Registrar a written request identifying the record(s) they wish to inspect.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the Registrar's office, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities with school operations and functions.
- Upon request, LAAFA discloses education records to officials of another school, in which a student seeks or intends to enroll.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by LAAFA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C 20202-4605**

## Transcripts and Records

A transcript of one's academic record may be requested from the Registrar. The first 2 transcripts in any given calendar year are free. A \$5 fee is charged for each additional copy. Transcripts will be processed within seven (7) to ten (10) working days. Rush transcripts are charged at an additional \$5 fee per transcript. Rush transcripts are processed within 24 hour of the request. Transcripts sent to an address outside the U.S. and Canada is \$15 each. Express service is available for an additional charge per address. Transcript requests cannot be processed if there is a hold on the student's record. Transcripts may be requested by fax provided that the student signs the faxed request. LAAFA neither issues, nor accepts as official, faxed transcripts. You can fill out transcript request form in the Registrar's office and mail the transcript request form to the address below:

**Los Angeles Academy of Figurative Art  
Attention: REGISTRAR'S OFFICE  
16926 Saticoy Street  
Van Nuys, CA 91406**

The transcript request forms require the following information:

1. The name you attended school under (if married, please include your maiden name)
2. The dates of attendance
3. Your birthday
4. How many copies of the transcript you'd like
5. Where you would like the copies to be sent
6. How you would be paying for the transcript fee

If you have any questions please contact:

Registration and Records  
Phone: (818) 708-9232  
Fax: (818) 475-1964  
Email: registrar@laafa.org

## Enrollment and Registration

### Admissions Process

The Office of Admissions encourages applications from prospective students who demonstrate a passion for art, a potential for growth, and a serious commitment toward becoming a professional artist. If you have basic skills in art, the desire to be a well-trained artist, and possess the willingness to immerse yourself in an intensive course of study, then you will be an excellent candidate for LAAFA. In pursuing admission to LAAFA, it is important that this passion, potential and commitment be demonstrated in a variety of modes, including a portfolio of work, a required drawing, interviews, video submissions, an admissions essay or personal statement, two letters of recommendation, and a declaration of finance form. Students shall be required to have a high school diploma or its equivalent. Both High School and any College Transcripts are required for accepted students.

All prospective students are required to successfully complete a 4-week Orientation Bootcamp to be accepted into the full-time programs.

LAAFA will start a new class of Full-time program students during the spring and fall quarter of each year. LAAFA reserves the right to cancel a new student class if it does not meet the minimum required students.

LAAFA operates on a rolling admissions basis. Applications are accepted until all the spots in the full-time program are full. Students are encouraged to complete the application process by the priority date. Applications received after the priority date will be considered on a space-available basis.

## Applicant's Process

### Online Application

LAAFA accepts applications through our website ([www.laafa.org](http://www.laafa.org)).

Applicants must submit an application form on-line, pay \$100 application fee and submit all required documents for review to [admissions@laafa.org](mailto:admissions@laafa.org). The \$100 (non-refundable) application fee (and for international applicants, a \$100 Visa Application Fee) may be paid by credit card by calling LAAFA at 818-708-9232 or by mailing a check for said amount to the Van Nuys Campus.

### Transcripts

Official Transcripts for high school and all college courses completed – Include listing of all coursework in progress. Proof of graduation or a General Equivalency Diploma (GED) is required. If you are currently enrolled in high school, please submit transcripts showing your current progress and projected date of completion. Official, sealed transcripts must be sent from your high school and/or college directly to the registrar. Once submitted, all documents become the property of the College and cannot be returned to the applicant.

### Portfolio Requirement

Containing no less than fifteen of your most recent and best two-dimensional artwork pieces – Students must include at least 3 figurative drawings from life and 5 pages (equals 1 piece) from their sketchbook. Artworks created from photographs are strongly discouraged. Please view our [“What Makes A Good Portfolio”](#) document. Images must be in JPEG format. Images should be as close to 800 X 1200 pixel and 72 DPI. The JPEG must also be large enough to show your entire piece (do not crop your artwork). Each JPEG file must be labeled with a number, and the student's name.

Include a list of portfolio pieces with your submission. Include numbers corresponding to the images submitted, as well as title of work, description of piece, concept and/or subject matter, size, medium, and completion date.

Applicants may submit their portfolio by emailing [admissions@laafa.org](mailto:admissions@laafa.org). Please don't bring a physical portfolio to LAAFA, as portfolio submissions will not be returned.

### Required Drawing

One Required Drawing – Applicants must complete a life size scale drawing of a glass and an egg. The drawing must be done in charcoal or graphite on white paper. It may be any glass and egg of your choosing. We are looking for quality of execution and innovative concepts.

### Interviews

Students will be required to attend several on-campus or online interviews during the admissions process. These interviews will help determine students who possess and communicate their passion, motivation and preparation to succeed in a structured intensive program.

### Video Submission

Students are required to submit a video that expresses who you are as an artist and the creative process of your submitted piece of artwork.

- + Introduce yourself – Give us a brief introduction of yourself and your experience as an artist.
- + Tell us about the piece of artwork that you chose for your video submission.
- + Explain what meaning or significance this piece of artwork has for you.
- + Describe your creative process in making this piece of artwork.
- + What is creative, original and unique about your selected piece of artwork?

Video length from 2 to 5 minutes. Please submit your video file with your full name here:

<https://www.dropbox.com/request/ArWaTXBYUfwSxXYyme61>.

## **Admissions Essay or Personal Statement**

A one or two page Admission Essay or Personal Statement – An essay or personal statement will express your commitment to representational use of the figure in making contemporary art. In addition, please address why you feel LAAFA is the best choice in pursuing your educational goals. Students are strongly encouraged to read LAAFA's mission statement.

## **Two Letters of Recommendation**

LAAFA must receive (from different sources) at least two letters of recommendation from individuals who can attest to your artistic desire, talent, and goals or work ethic, dependability and strengths. These letters may come from teachers, mentors or supervisors.

## **Orientation Bootcamp**

We require all new candidates to successfully complete Orientation Bootcamp for admittance into the full-time program. Candidates will participate in a 4-week rigorous program that includes: studio-based projects, career advisement and school policies and much more.

Candidates will attend classes Monday through Friday from 10:00 a.m. to 5:00 p.m., with a one-hour lunch break. Homework assignments and attendance are a substantial part of Bootcamp. Candidates who do not meet expectations or miss more than 2 days of class or have 4 tardies may be asked to leave and reapply at a later date.

Bootcamp does not imply acceptance into any degree, certificate or intensive track art program. Students must successfully complete the Bootcamp to be accepted into any of the full-time programs.

## **International Applicants**

Due to the time necessary to process the paperwork in support of the visa application, it is recommended that international applicants complete the application process two months prior to the listed application deadline. An additional \$100 (non-refundable) Visa Application Fee is required upon acceptance into the program. The applicant is responsible for all courier costs associated with the shipping of the I-20 form to the student.

In addition to being responsible for following the same application procedures as other prospective students, all international students have additional documentation requirements. International students are eligible for admission only after document validation; transcript and portfolio review evaluations have been completed.

1. Official Transcripts for high school and all college courses completed. Include listing of all course work in progress. Proof of graduation or a General Equivalency Diploma (GED) is required. If you are currently enrolled in high school, please submit transcripts showing your current progress and date of completion. Official, sealed transcripts must be sent from your high school and/or college directly to the Registrar. A certified English translation of all academic records' conversion to the U.S. quarter unit system is required. You may use services such as; Center for Educational Documentation (CED) or World Education Services (WES).
2. International students whose native language is not English are required to take either the TOEFL or IELTS test. These exams may be waived only at the discretion of the Admissions Committee who may determine

that the student has the required proficiency in listening, speaking, reading and writing in English. The Admissions Committee may request testing from any student whose command of the English language is in doubt. If the student fails to pass this exam, they will be required to take courses in English at a university, community college or ESL center concurrent with their studies at LAAFA.

3. Complete a Declaration of Finances. The declaration must show how the student plans on paying for the tuition, living expenses as well as supplies and book costs associated with the entire three years of the program as well as a guarantee of payment for one year's tuition, supplies, and all living expenses.
4. Copy of Valid Passport.
5. The official bank statement must be in English, or be accompanied by a certified English translation, and must delineate funds in U.S. currency.
6. An additional \$100 Visa Application Processing Fee will be due upon acceptance into the program. The applicant is responsible for all courier costs associated with the shipping of the I-20 form to the student.

Once student is accepted into the program and a \$100 Application Processing Fee is received, we will send student an I-20 document. The completed I-20 must be taken to the U.S. Embassy or Consulate in their country to obtain an F-1 or M-1 Student Visa. Students that are currently in the US will need to visit the U.S. Citizens and Immigration Services online for additional information on how to proceed to change their visa status.

All classes at LAAFA are taught in English. Applicants must be aware of this fact and must possess the ability to read and write the English language with considerable fluency. International students whose native language is not English are required to take either the TOEFL or IELTS test. These exams may be waived only at the discretion of the Admissions Committee who may determine that the student has the required proficiency in listening, speaking, reading and writing in English. The Admissions Committee may request testing from any student whose command of the English language is in doubt. If the student fails to pass this exam, they will be required to take courses in English at a university, community college or ESL center concurrent with their studies at LAAFA.

LAAFA does not offer ESL instruction or any other English language services.

## Acceptance Process

Upon receipt of all required documents, the portfolio review process will begin:

### Instructor Portfolio Review

Our Admissions Committee conducts the portfolio reviews at LAAFA. A copy of the faculty reviews will be kept in the student's file. If the applicant does not have the basic skills to enter our program, he/she will be directed to attend one or more of our part-time Continuing Education course offerings (or study like courses at a school of similar quality) with the option to reapply at a later date.

Upon the completion of the prospective student's portfolio review, LAAFA will notify the student of their acceptance, deferment or denial into Orientation Bootcamp. An Orientation Bootcamp payment of \$1000 (non-refundable) will be required to hold the space for the next starting camp. The payment of \$1000 is credited to the second quarter's tuition if the prospective student is successfully accepted into the full-time program.

Students must also submit a high school diploma, official high school and college transcripts to LAAFA. It is the student's responsibility to provide final and official transcripts from all colleges attended. Credit will not be awarded based on unofficial transcripts. All records must be submitted to LAAFA prior to the start of the program.

## TRANSFER OF STUDIO CREDITS FROM OTHER INSTITUTIONS

In addition to the admissions application and portfolio requirements, a transfer portfolio must be submitted for each studio art course you wish to be considered for transfer. Transfer portfolio evaluations must take place prior to orientation and registration. LAAFA will be looking for evidence of the work you completed in the specific

course or courses you wish to apply toward required courses in the LAAFA curriculum. Submit at least 6 to 10 examples from each studio class.

## PLEASE NOTE:

- A grade of “C” or better from an accredited American post secondary institution is the minimum grade required for transfer studio eligibility. Your portfolio must reflect the overall strength of the course you have completed.
- The title and description of the course, as well as any information you feel are pertinent for the reviewer to know should be included with your portfolio.
- Your work must be organized in a chronological manner.
- All fragile media must have a cover sheet.
- Label the outside of your portfolio with your name and “Transfer Portfolio.”
- Portfolios cannot be evaluated until the Registrar has reviewed your transcripts.
- The full-time faculty will evaluate your portfolio. The evaluator will document their findings in the student’s file and forward the results to the Registrar. If the student disagrees with the findings, they may appeal their case to the Faculty Chair for review. The Faculty Chair will further document the student’s file with their findings and notify the Registrar.
- International course transfer is considered on a case-by-case basis. International students must provide an English translation of their foreign transcripts and evaluations of the transcripts into the American quarter unit system. International college documents must be evaluated and translated by WES and will be evaluated on an individual basis.

LAAFA doesn’t charge a fee for the evaluation of the student’s transfer credits. Students must submit all required admission documents prior to the evaluation of the student’s transfer credits.

## TRANSFER OF GENERAL EDUCATION CREDITS FROM OTHER INSTITUTIONS

Criteria for the transferability of credits from other institutions:

- Transfer credit for General Studies/Liberal Arts may be accepted from colleges or universities that are accredited by a regional accreditation agency approved by the US Department of Education such as Western (WASC), or National Association of Schools of Art and Design (NASAD).
- Transfer credits will only be accepted for those classes with which the student received a grade of “C” or above.
- The title and description of the course, as well as any information you feel are pertinent for the registrar to know should be included.
- International course transfer is considered on a case-by-case basis. International students must provide an English translation of their foreign transcripts and evaluations of the transcripts into the American quarter unit system. International college documents must be evaluated and translated by WES and will be evaluated on an individual basis.
- LAAFA’s transfer policy for General Education courses is that 3 credits, no more or less, will be awarded for any course that is encompassed in LAAFA’s list of required General Education courses, regardless of the credits earned from the institution of origin (Institute of origin may award more or less credits for any given course, based on the individual policies of the institution or based on semester/quarter format.)
- Transferred courses will satisfy the General Education requirements for the respective areas of the General Education curriculum. The faculty chair is the final authority for approving a course for transfer in the general education areas.
- Evaluations must take place prior to orientation and registration.
- LAAFA accepts transfer courses in the area of Art History, though incoming transfer students are encouraged to take all Art History courses offered as part of the LAAFA curriculum as opposed to transferring these requirements from another institution.

LAAFA accepts transfer courses of the following nature: Creative Writing, Introduction to Music, Introduction to Dance, Introduction to Theater Arts, and Introduction to Film. These courses, or courses with similar titles, are part



of LAAFA's required Experience of the Non-Visual Arts curriculum, and students are encouraged to take all Experience of the Non-Visual Arts courses as part of the LAAFA curriculum as opposed to transferring these courses from another institution.

LAAFA accepts transfer courses in Business of Art or Business of Entertainment Art, or courses with similar titles, though students are encouraged to take these courses at LAAFA as opposed to transferring these requirements from another institution.

LAAFA has not entered into an articulation or transfer agreement with any other college or university. Once a student has applied to the program, LAAFA doesn't charge a fee for the evaluation of the student's transfer credit.

### **ADVANCE PLACEMENT (AP) CREDIT**

LAAFA will consider the transfer of Advanced Placement test scores of 4 or 5 for general education studies. Admitted students must submit official test scores to the Admissions office during the admissions process. LAAFA does not accept Advanced Placement of studio and core study credits.

### **EXPERIENTIAL LEARNING**

Experiential learning Credit refers to life or work experience meeting a particular level of accomplishment. Upon LAAFA's approval, Experiential Credit may be applied toward the studio courses in the curriculum. Students are awarded Experiential Credit through submission of a portfolio reflecting the learning outside the classroom. Submitted experience must be directly related to the individual LAAFA program for credit hours to be awarded.

The faculty committee assesses portfolio submissions, providing a final evaluation. If a student wishes to challenge the evaluation, a Department designee may provide additional assessment. Upon assessment completion, a decision will be delivered; this decision will be final with no further reviews permitted. LAAFA charges a \$150 a fee for the evaluation of the student's experiential credit.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at LAAFA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate that you earn in Fine Art or Entertainment Art is also, at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course-work at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LAAFA to determine if your credits or degree, diploma or certificate will transfer. Once a student is done with their studies at LAAFA and if they wish to attend another college, we will, on behalf of the student, attempt to articulate an agreement with their school of choice.

## **FINANCIAL MATTERS**

### **Tuition, Fees and Financial Aid**

#### **2018 Tuition & Fee Schedule**

Degree Program Tuition, per year (Tuition will increase annually each fall):	\$31,993
Certificate Program Tuition, per year (Tuition will increase annually each fall):	\$30,943
Administrative Fee, per year (RECURRING, Non-refundable, included fee):	\$ 400

Core Class Per Credit Calculation: \$703.25

GE Class Per Credit Calculation: \$75.00

Students need an additional 6 elective credits. Electives are part of the overall program cost and have no credit value. Students in good standing may also take bonus electives for no additional cost.

Equipment Cost: \$0

Covers additional books, supplies and material needed for the course. Students are responsible for the purchase of all class material and supplies. Students will not be required to purchase any supplies directly from LAAFA.

Student Tuition Recover Fee (STRF):

Non-refundable \$0.00 per thousand dollars of tuition paid by student (not paid by a third-party/lender). See STRF explanation in the LAAFA student handbook.

Orientation Bootcamp Payment: \$1000

To be applied towards the 2nd quarter payment and is non-refundable. This payment is required to secure your spot in the Orientation Bootcamp, but does not guarantee admittance into the full-time program.

**The program tuition and costs stated above are the same for all of LAAFA's intensive art, full-time degree and certificate programs.**

### Miscellaneous Fees

Application Fee - \$100

Foreign Student Visa Processing Fee \$100

Late Payment Fee, per quarter - \$150, 2 possible

Transcripts - The first 2 transcripts in any given calendar year are free. A \$5 fee is charged for each additional copy. Additional fees apply for rush and express service.

NSF check Fee - \$50

*If your check is returned N.S.F. you will be required to pay this fee plus the amount of the N.S.F. check in the form of a cashier's check or money order before your next class meets again.*

**Students are also responsible for all fees related to field trips.**

### Final Payment Due

Upon successful completion of all admission requirements and portfolio review, you will receive written notification of your admission to LAAFA's Orientation Bootcamp. The accepted student will have the opportunity to hold a spot by paying the \$1000 payment fee. Full tuition for the 1st quarter is due on a specified deadline, usually one month prior to the start of the quarter. If tuition is not paid in full by that time, the student might lose their starting spot. The payment of \$1000 is credited to the second quarter's tuition. The student must submit a completed and signed enrollment form with their payment.

### Payment Plan

Students have the payment plan option to pay monthly, bi-quarterly, quarterly or annually. All payment plan options must be approved. Tuition will increase annually each fall.

### Payment Dates and Deadlines

Listed below are the quarter start dates and payment deadlines. Full payment of the tuition and fees are due in the Administration Office.

Quarter	Start Date	Payment Deadline
Winter 2018	1/2/2018	12/2/2017
Spring 2018	4/2/2018	3/2/2018

Summer 2018	7/2/2018	6/1/2018
Fall 2018	10/1/2018	8/31/2018

LAAFA accepts cash, check, Master Card, and Visa. Please note that all students, except those with a payment plan agreement with the school, must be PAID IN FULL by the payment deadline. A late fee of \$150.00 will apply for payments received after the payment deadline date. A student will be barred from attending classes or any of the administrative meetings discussing future quarters until his/her balance is at zero.

For students' delinquent in their financial accounts with the school, grades, transcripts, and diplomas will be withheld; and library privileges and future registrations will be suspended until accounts are cleared.

## Financial Responsibility

Registration is not complete until all tuition and fees have been paid in full. It is the student's responsibility to keep his/her mailing and email address up to date with the Administrative Office.

## Cancellation, Withdrawal, and Refund Policies

The student has the right to cancel the enrollment agreement and obtain a refund of charges. For detailed description of the policies a student must follow to cancel the enrollment agreement or withdraw from LAAFA and obtain a refund; see section within this student handbook called WITHDRAWAL POLICY & EXIT INTERVIEW PROCESS.

## Withdrawal Policy

ALL withdrawals must be made in writing to the Administration Office.

- Quarterly tuition includes a \$250 registration fee.
- All administrative fees are non-refundable.

All refund/credit requests must be received in writing by the administration office and will go into effect on the date received. After the sixth week of classes, no refunds or credits will be given. In order to receive a refund or credit, students must complete a "drop" form, located in the Administrative Office at 16926 Saticoy Street, Van Nuys, CA 91406.

A student who is suspended or expelled from the school is responsible for the full payment of financial charges for the quarter.

## Refund Policy

LAAFA maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student withdraws, or is expelled at any time prior to the completion of the full-time program. The amount charged to the student for tuition, fees, and other charges does not exceed the appropriate pro-rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length. LAAFA's refund policy shall be on a pro-rata basis. The total tuition charge, minus the non-refundable \$100 administrative fee shall be calculated as follows (**See policy below for "Return of Unearned Title IV Funds" applicable to those students who have received federal financial aid.**):

1. Deduct the \$100 administrative fee from the total tuition charge.
2. Divide this figure by the number of hours in the program in any given quarter; this quotient is the hourly charge for the program. Please note that the hours of instruction may vary from one quarter to the next.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours that have passed as of the date that we receive the written drop notification in any given quarter by the hourly charge for instruction plus the amount of the administrative fee and the registration fee specified in step 1.

4. The refund shall be any amount in excess of the figure derived in step 3 that was paid by the student.

Example: The quarterly cost of the program including the \$100 administrative fee is \$5,000. After the 2nd week of classes in any given quarter, student decides to drop out of the program.

1. Divide \$5,000 by the number of instruction hours in that particular quarter.  $\$5,000/260$  (# of instruction hours in the quarter in our example) = \$19.23/hour.
2. # of hours that have passed as of the date that we receive the written drop notification in the quarter multiplied by the hourly rate from step 1 in this example. 56 hours passed X \$19.23/hour = \$1,076.88 + \$100 non-refundable administrative fee = \$1,176.88 (amount owed by student).  $\$5,000 - \$1,176.88 = \$3,823.12$  (refund due to student).

The quarterly tuition is part of LAAFA's overall program cost. Students who drop or are dismissed from individual classes as part of the full-time program class are not entitled to a refund. Students who transfer credits from another accredited college into our core program are not eligible for tuition refund.

### Credit Policy

A student may request Credit instead of a Refund. The benefit to receiving a credit is that the student will not lose the \$100 non-refundable administrative fee; the credit will remain on their account for a year from the date of the drop form, and can be used toward Extension classes and Special Events. LAAFA's credit policy shall be on a pro-rata basis. The total tuition charge shall be calculated as follows:

1. Divide the total amount paid by the number of hours in the program in any given quarter; this quotient is the hourly charge for the program. Please note that the hours of instruction may vary from one quarter to the next.
2. The amount owed by the student for the purposes of calculating a credit is derived by multiplying the total hours that have passed as of the date that we receive the written drop notification in any given quarter by the hourly charge for instruction.
3. The credit shall be any amount in excess of the figure derived in step 3 that was paid by the student.

Example: The quarterly cost of the program including the \$100 administrative fee is \$5,000. After the 2nd week of classes in any given quarter, you decide to drop out of the program.

1. Divide \$5,000 from step 1 by the number of instruction hours in that particular quarter.  $\$5,000/260$  (# of instruction hours in the quarter in our example) = \$19.23/hour.
2. # of hours that have passed as of the date that we receive the written drop notification in the quarter multiplied by the hourly rate from step 2. 56 hours passed X \$19.23/hour = \$1,076.80 (amount owed by student).  $\$5,000 - \$1,076.80 = \$3,923.20$  (credit due to student).

**Important Note: The tuition credit policy listed above doesn't apply to students who have received funds from the federal aid programs. Any unearned aid from the student's tuition refund must be returned to the Title IV programs as a refund.**

### Return of Unearned Title IV Funds

Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) programs, and b) who withdrew or were terminated from LAAFA during the first 60% of any payment period/quarter. Eligible Title IV federal aid recipients whose last date of attendance is within the first 60% of a payment period/quarter are considered to have not earned all of the federal aid that may have previously been awarded for that payment period/quarter. Accordingly, a required calculation will be performed to determine the

portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with LAAFA's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to LAAFA that would otherwise have been paid with federal student aid. This policy may also result in the student, as well as the school, owing a refund of unearned federal aid to the Department of Education. Unearned Title IV, HEA funds will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards.

Unearned funds to be returned to the U. S. Department of Education by LAAFA, and any unearned grant funds owed by the student, must be repaid within 45 days of the date LAAFA determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan. In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, and is eligible to receive those funds, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

Example:

Payment Period/Quarter Length:	10-Week Quarter (50 days)
Title IV Federal Aid Awarded for Payment Period/Quarter:	\$5,000.00
Number of Days Enrolled as of Withdrawal Date	10 Calendar Days

In the example above, \$5,000 of federal financial aid was awarded to a student for a standard 10-week quarter of training. The student withdrew from LAAFA at the end of the 2nd week of the quarter (10 days). Accordingly, this student was enrolled for 20% (10/50) of the 10-week quarter. Since the student was enrolled for only 20% of the payment period/quarter, only 20% of the federal aid was earned by the student. The remaining 80% of the aid that has not been earned must be returned to the U.S. Department of Education. In this case \$4,000 (80%) of the original aid awarded must be returned and only the \$1,000 (20%) of earned federal aid may be applied to the student's educational costs. A similar calculation is performed for all federal aid recipients who withdraw from LAAFA during the first 60% of the period of time for which monies were awarded. Once a student has been enrolled for more than 60% of the payment period/quarter, all of the federal aid that has been awarded for that period is considered to be fully earned.

### Exit Interview Process

At the time of withdrawing from LAAFA, students should complete an Exit Interview Survey, and a Drop Request Form, and return the completed survey and drop form to:

Registration and Records  
 Attn: Jean Marie Jingco  
 Los Angeles Academy of Figurative Art  
 16926 Saticoy Street  
 Van Nuys, CA 91406  
 registrar@laafa.org  
 (818) 708-9232 x112

Refer all questions regarding your withdrawal from LAAFA to the Office of Registration and Records at (818) 708-9232 x103 or [registrar@laafa.org](mailto:registrar@laafa.org).

### Financial Aid Eligibility and Award Processes

LAAFA encourages students to explore the following funding options.

In order to apply for Federal Financial Aid funds for tuition assistance at LAAFA, the student must first complete the FAFSA form (referencing LAAFA's ID number 042483) online at <https://fafsa.ed.gov/>. Upon completion of that information, the student will receive a SAR report and LAAFA will receive the information needed for awarding financial aid funds.

If the student is selected for Verification, there may be further information needed to resolve questions or corrections needed. The Financial Aid Office will contact the student for any additional information needed for processing. Once the Verification flag has been cleared, the Financial Aid office will then package the awards for the student, resulting in an award letter. The award letter will be presented to the student for their review and consent on award acceptance. The student has the right to decline awards at this time and must make notation on the award letter.

If the student is awarded Federal Direct Student Loans – Subsidized and/or unsubsidized – they will need to also complete Entrance Counseling as well as the Master Promissory Note agreement on <https://studentloans.gov/myDirectLoan/index.action>.

If the student accepts awards, these funds will be requested from the Federal Government on a quarterly basis. The funds will be transferred to LAAFA's Operating account by the President, and then posted to the individual student's ledger by the Registrar. If a situation should arise where the Federal Financial Aid awarded is more than the student is billed, the student will have the opportunity to sign a credit balance form which authorizes LAAFA to hold the Credit balance on account. The student can rescind this form at any time after signature.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

The student will be evaluated quarterly for meeting their SAP requirements in order to stay in good standing for Financial Aid Awards. See section on SAP for further details on meeting SAP.

If you have further questions regarding Financial Aid, please contact:

Financial Aid Contact:

Crystal Nitz

[cnitz@laafa.org](mailto:cnitz@laafa.org)

(818)708-9232

## Veteran Aid Benefits

LAAFA is authorized by the Department of Veterans Affairs to enroll students in our Degree Programs for benefits.

### Overview

In addition to being responsible for following the same application procedures as other prospective students, all VA students must submit additional documentation requirements.

### Yellow Ribbon Program

LAAFA is elected to participate in the Yellow Ribbon Program, which may provide additional funds available for your education program without an additional charge to your GI Bill entitlement.

LAAFA will contribute an amount equal to up to half of the amount of tuition that is in excess of the National Maximum per academic school year for a private school, and the VA will match that contribution. The VA will issue these payments directly to LAAFA.

\*Please note that LAAFA's Yellow Ribbon participation is subject to change.

### Comparison Tool

To see the program that will best fulfill your needs, please visit <https://www.vets.gov/gi-bill-comparison-tool>.

### VONAPP Application

Once you have determined your eligibility by completing the VA [online application process](#) (VONAPP), and you have received your certificate of eligibility, you are ready to submit your admission documents to LAAFA.

## **Additional VA Documents**

Please submit all Admissions Documents along with the below VA documents to be considered for acceptance.

- Copy of your completed VONAPP Application (Form 22-1990) – See link above
- Copy of your Certificate of Eligibility
- DD214 Certificate of Release or Discharge from Active Duty for most recent period of active duty
- Any Military Transcripts
- Any College Transcripts (if attended previously)
- A copy of your Original completed Application Form (Transfers)
- A new VONAPP application for VA education benefits [Form 22-1990] (Transfers)
- A copy of your post-9/11 GI Bill letter from the VA (Transfers)
- Request for Change of Program or Place of Training [Form 22-1995] (Transfers)

## **Post-9/11 GI Bill (Chapter 33)**

Please click on the following links for up-to-date information:

- [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)
- [http://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)

## **The Montgomery GI Bill (Chapter 30)**

Please click on the following links for up-to-date information:

- [http://www.benefits.va.gov/gibill/mgib\\_ad.asp](http://www.benefits.va.gov/gibill/mgib_ad.asp)

## **The Dependents Educational Assistance Program (Chapter 35)**

Please click on the following links for up-to-date information:

- [http://www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp)

## **The Vocational Rehabilitation Program (Chapter 31)**

Please click on the following links for up-to-date information:

- <http://www.benefits.va.gov/vocrehab/index.asp>

## **The Selected Reserve Educational Assistance Program (Chapter 1606)**

Please click on the following links for up-to-date information:

- [http://www.benefits.va.gov/gibill/mgib\\_sr.asp](http://www.benefits.va.gov/gibill/mgib_sr.asp)

For more information about the Veterans Educational Program, please visit

[http://www.benefits.va.gov/gibill/get\\_started.asp](http://www.benefits.va.gov/gibill/get_started.asp) or contact Crystal Nitz at LAAFA, [cnitz@laafa.org](mailto:cnitz@laafa.org).

## **Other Forms of Aid**

Additional grants and scholarships are available through private organizations (clubs, churches, employers). Students are encouraged to investigate sources from family affiliations.

## **LAAFA Programs**

**Work Exchange Program** - Students may apply for College Work Exchange each quarter. The availability of jobs varies from quarter to quarter. Please contact the Administration office for more information. Prior to the start of the quarter, the students will complete an Agreement Form detailing the job assignment and the monetary value of that task.

**LAAFA Scholarships** – Students are encouraged to apply for our new and current student scholarships. All school scholarships can be found on [www.laafa.org](http://www.laafa.org).

## STUDENT SERVICES

### General Information

Student Services serves as a valuable resource to support the student body in a variety of ways. Our Student Services is available to provide general counseling, guidance, support, consultation, and referral for outside providers and services. First year students in particular are encouraged to use Student Services to assist in guiding them through the foundation year.

### Physical or Learning Disabilities

LAAFA is committed to ensuring that all students are given every opportunity to succeed. Any students with diagnosed disabilities are encouraged to identify themselves to the Administration Office. Disclosure of a disability is optional and voluntary. A student is free to disclose a disability at any time during their academic career at LAAFA. Our school's facility is in compliance with the Disabilities Act of 1990. Furthermore, LAAFA provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations. Students with diagnosed learning disabilities who would like to request accommodations are required to;

- Complete a "Request for accommodations" form (requests must be filed on timely basis within the first two weeks of the quarter). The Administration Office strongly recommends that First-Year Students and Transfer Students who may need accommodations request those accommodations as early as possible, even prior to arrival on campus.
- Provide documentation (must be dated within 3 years of request) including recommendations for accommodations.
- Students must request accommodations at the beginning of each quarter (accommodations do not carry over from quarter to quarter).

Additional testing required by the school to determine the need for accommodations is the responsibility of the student. Testing to diagnose learning disabilities is not provided on campus.

### Career Development Assistance

LAAFA provides its students with the skills and education necessary to prepare you for today's complex and changing job market. The professional experience of LAAFA's faculty and staff is highly beneficial to the student's direction at the time of graduation. LAAFA's career development program covers the following:

- **ARTISTS STUDIO VISITS:** Los Angeles is home to many truly great representational artists. LAAFA offers our students the chance to meet and see how successful artists work on a daily basis. Not only do we visit successful gallery painters, but we also visit animation houses and design studios in an attempt to show our students the way forward from graduation on.
- In addition to the career development courses offered as part of the curriculum, LAAFA also has our faculty and/or visiting instructors give workshops on career development oriented topics.
- Students are able to submit their resume to LAAFA to be dispersed for internships and job opportunities in their desired field. LAAFA has built an extensive list of contacts with the various studios and professional galleries.
- Assisting and assessing students cover letter/resume/portfolio – Students have the opportunity to receive tips and feedback in the preparation of these documents.

LAAFA does not guarantee employment and does not provide career placement services.



### Academic Advising

Academic Advising enhances student learning and development. The faculty as well as the Director of Academic Affairs and Faculty Chairs at LAAFA provides students with academic advice to help create the best possible educational experience. Academic Advisement helps students with course selection, educational planning, course concerns, personal concerns, and help to answer questions about LAAFA's policies and procedures. Students are also referred to other services and resources for additional support. Students are strongly encouraged to review their academic progress at least once a quarter. Advising is required for all new students. Students with questions about specific courses may contact the instructor, Director of Academic Affairs or the Administration Office. Tutoring services are provided to the students on an as needed basis.

### New Student Orientation

Each Quarter that LAAFA starts a new class, the Administration Office organizes orientation for the first-time freshmen and transfer students. The orientation session includes campus policies, procedures, and services.

All new students are required to attend orientation. Orientation helps students become integrated into the academic, intellectual, cultural and social environment at the school and helps them gain a better understanding of the academic and studio experience at LAAFA.

All new first year students will be formally welcomed into their new academic program and receive a tour of the campus.

### Counseling services

In an effort to assist our students with the challenges that might arise while in school, LAAFA provides academic and financial advising services to students free of charge. Additionally, confidential psychological counseling is available as needed, at no additional cost to full-time LAAFA students. This counseling may help students deal with adjusting to college life, artistic and academic challenges, personal issues, and dealing with problems that can affect their well-being and academic success. LAAFA utilizes the services of a highly qualified off-site mental health specialist.

### Student Health Insurance

Students are expected to maintain private insurance during their time at the College. If enrolled students do not have insurance through a parent, spouse or employment, please visit the following websites: Covered California website: <http://www.coveredca.com/individuals-and-families/special-circumstances/students/>.

International Student Insurance website: [https://www.internationalstudentinsurance.com/student-health-insurance/apply/?utm\\_source=yesmail&utm\\_medium=email&utm\\_campaign=summer\\_2016\\_insurance](https://www.internationalstudentinsurance.com/student-health-insurance/apply/?utm_source=yesmail&utm_medium=email&utm_campaign=summer_2016_insurance)

While LAAFA does not have a formal Vaccination policy, we do encourage our students to maintain healthy practices under the advisement of their physician.

The College does not assume financial responsibility for outside health treatment, physical or mental.

### International Student Enrollment and Veteran's Training

LAAFA is authorized under Federal law to enroll nonimmigrant alien students and is approved for the training of veterans and eligible persons under Title 38, U.S. Code.

### Student Activities

Social events are arranged on a regular basis to allow the administration, students and the faculty to meet in a relaxed environment and have an opportunity to socialize. LAAFA provides many opportunities for student leadership. These opportunities allow the student to work with people in the following capacities. Please contact

the Administration Office to get more information. Here is a list of volunteer student leadership opportunities: Student Representative, Student Ambassadors, Admission Greeters, Social Events Liaison, Orientation Coordinators, Teacher Assistant.

## Peer Mentorship Program

As a leadership opportunity and as a way for our first-year students to gain an upperclassman advisor, all students are encouraged to sign up to be volunteer mentors for incoming first year students. Potential mentors need to add their names to the list in the Administration Office. Any student who would like a mentor should see the Administration Office to be paired up.

## Missing Persons

A suspected missing student should be reported to the Administration Office immediately. In compliance with federal laws, if after investigation the student is determined to be a missing person, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under the age of 18, the College will contact a parent or guardian. If a student is over the age of 18, The College will contact the emergency contact identified by the student to the College.

## Communication

All full-time students receive an @laafa.org email address for their own use and for school use. Communication between students, faculty, and staff is vital to success at the college. Students must provide the college with their most current address, phone number, email address, and emergency contact information. All students are expected to read their email daily, and recognize that the College will use student email addresses for official and time-sensitive communication.

## Housing/Transportation

LAAFA does not offer dormitory facilities under its control.

We understand that you may have a lot of questions and concerns about where to live and how to get around the city. Our incoming freshman may take advantage of our Complementary Concierge Service. After you have been accepted into one of our full-time programs, the Administration Office can help you find a place to live. Just fill out our simple Housing Information Request Form on LAAFA's website and you will be given a selection of choices approximately 30 days prior to your arrival that best fit your criteria. Most LAAFA students spend between \$7,000 and \$12,000 on rent and utilities.

LAAFA does not endorse nor recommend the listings below. The following listings offer an indication of the variety of housing options available near LAAFA. LAAFA has no responsibility to find or assist a student in finding housing. This information should be used as a rental listing resource only. It is the responsibility of the prospective tenant/renter to determine the suitability of the off-campus housing options listed. LAAFA does not conduct site visits or inspections of listed rental locations.

[www.roommates.com](http://www.roommates.com)  
[www.roomster.com](http://www.roomster.com)  
[www.metroroommates.com](http://www.metroroommates.com)  
[www.roommateclick.com](http://www.roommateclick.com)  
[www.roommatelocator.com](http://www.roommatelocator.com)  
[www.hotpads.com](http://www.hotpads.com)  
[www.craigslist.org](http://www.craigslist.org)  
[www.apartmentfinder.com](http://www.apartmentfinder.com)

## Hotels

Airtel Plaza Hotel  
7277 Valjean Avenue  
Van Nuys, CA 91406-3434  
(818) 997-7676

Howard Johnson Inn and Suites  
7432 Reseda Blvd.  
Reseda, CA 91335  
(818) 600-4289

Holiday Inn Express  
8246 Orion Avenue  
Van Nuys, CA 91406  
(818) 989-5010

Motel 6  
15711 Roscoe Blvd.  
North Hills, CA 91343  
(818) 894-9341

Best Western Carriage Inn  
5525 Sepulveda Blvd.  
Sherman Oaks CA 91411-3438  
(818) 787-2300

Get all the information you need to make smart traveling decisions. Check real-time traffic speeds, commute to LAAFA on a bus or train, and even find a carpool or vanpool partner. The selected sites below will help improve your commute to/from LAAFA.

[www.uber.com](http://www.uber.com)

[www.lyft.com](http://www.lyft.com)

[www.metro.net/around/](http://www.metro.net/around/)

[www.commutessmart.info/](http://www.commutessmart.info/)

## Student Life

Students come to LAAFA from all areas; some from neighboring communities, many from other states and countries. Attracted by the climate and the allure of Los Angeles, they discover our little gem of a school here at LAAFA, where they get total immersion with like-minded students who want the rigor of skill-based figure drawing and painting.

Some of our students are recent high school graduates, while most come in after having had some college already. Some will be beginning their art careers for the first time, while others come to us to learn what they didn't from their previous art education. They are all ages, from many walks of life, as varied and individual as life itself.

Our class sizes are small, allowing for individual attention to every student. LAAFA is a small personable environment. Each and every student is in personal contact with all of the administrative and teaching staff of LAAFA. LAAFA's teachers are all working professionals, bridging the gap for the students between school and profession. This kind of networking is essential in the art world. Students here are able to rub elbows with the best in the industry.

Special guest lecturers, artist's studio visits, museum trips, and sketching on location are all an important part of student perks at LAAFA. Additionally, our Anatomy/Ecorché course provides the LAAFA students with a rare and

beneficial opportunity - a quarterly lab at a prominent university for hands-on dissection. We are busy here at LAAFA constantly striving to offer our students the best in resources and teaching opportunities, and with LA as our backyard, we are able to provide quite a full range of creative possibilities.

At LAAFA, the key qualities are “individual” attention and “individual” growth. We expect personal artistic growth from our students and our students expect personal attention and professionalism from our personnel and staff.

## Guide to LA

Los Angeles is the second largest metropolis in the U.S. and LAAFA is right there in the midst of it! With that, you get the personal attention of being a student within a small, caring environment with access to a city that offers tremendous art, culture, food, industry, and commerce. Several Museums are right at your fingertips; the Los Angeles County Museum, the Getty Museums, the Norton Simon Museum, the Museum of Contemporary Art, the Museum of Natural Science. LAAFA students regularly go on Field Trips to not only Museums and galleries, but also to private studios of local artists. We have several very talented artists who live here in LA and our students have the opportunity in our program to personally visit and meet them, giving them a direct connection to the artists of this area.

Southern California’s moderated and varied landscape allows for year-round recreation including skiing, hiking and surfing as well as beautiful painting opportunities! With close proximity to the ocean and beaches, the campus is located within an hour’s drive to the desert and mountains. We take advantage of the natural beauty and moderate weather of this region in our plein air painting classes.

LA and the region also boast numerous venues for live music, theatre, art and dance- there’s something for every student’s taste and budget. The ethnically diverse city also hosts an abundance of cuisines from around the world.

Los Angeles is the heart of the entertainment industry, and many of our instructors work within this field as artists. (I.e. Disney, Sony, Game Design, DreamWorks, Special Effects.) As a result, our students have first hand access to professional working artists who are currently active in their industry. Several our teachers are also gallery artists. Through our instructors, this array of professional working artists, the gallery world of Los Angeles is demystified. Studying in Los Angeles gives our students a diverse appreciation for art and the different ways to take their own art making to the professional level.

## Student Code of Conduct

### Student’s Rights & Responsibilities

All students have the same rights and responsibilities. The following are the basic responsibilities that a student must fulfill and the rights each student has.

### Responsibilities

#### General

- The official registration forms and enrollment agreement must be completed and fees paid before an applicant will be considered a student.
- LAAFA maintains that students are adults who must be held fully accountable for their actions while at LAAFA.
- Students are responsible for becoming familiar with the rules and policies of LAAFA as spelled out in this student handbook as well as official communiqués as released by LAAFA.
- Sponsored students must fulfill the requirements of the agency sponsoring their studies.
- Students are responsible for fulfilling expected obligations at LAAFA. Until any financial, equipment or book debts are cleared, LAAFA may withhold grade reports, diplomas, certificates and transcripts. Students

who are financially indebted to LAAFA from a previous term must clear their debts before registering in a subsequent term.

Students are expected to:

- Abide by the federal, state and municipal laws, so far as these are relevant to student conduct.
- Refrain from conduct which, harms or threatens harm to the proper functioning of LAAFA programs or activities, violates the rights of members or guests of LAAFA, jeopardizes the safety and well being of members or guests to LAAFA and the property of LAAFA or its members or guests.
- More specifically, to refrain from assault or threat of assault, harassment or discrimination, theft, defacement or destruction of property and unauthorized entry or trespass.
- To abide by the regulations, rules, practices and procedures of LAAFA and its academic and administrative units.
- To abide by reasonable instructions given orally or in writing by any official of LAAFA authorized to secure compliance with such regulations, rules, practices and procedures, provided that the official is identified and is acting in an official capacity.

## Academic

Students are expected to:

- Follow the procedures to register for change or withdraw from a course and/or program as outlined in LAAFA's student handbook.
- Arrive to class on time and remain for the duration of scheduled classes and activities.
- Respect the Instructor's and Administration's right to formulate and enforce attendance policies.
- Respect the Instructor's right to determine course content, methodology and evaluation.
- Respect the Instructor's right to set deadlines for assigned work and to establish penalties for failure to comply with deadlines. It is the student's responsibility to ensure that all assignments are given directly to the Instructor unless it has been specified otherwise in a particular instance.
- Respect the Instructor's right to expect assignments to be neatly presented.
- Submit work that is their own. It is the student's responsibility to know what plagiarism and other forms of cheating are and their consequences.
- Complete tests and exams at the times scheduled by faculty members of LAAFA.
- Assume responsibility for classes missed. Faculty members are not obligated to provide for missed tests, labs or exams and students must be prepared to forfeit marks allocated to such work during their absence.
- Respect the Instructor's right to expect decorum and appropriate classroom behavior by all students. Should a student be disruptive and/or disrespectful, the Instructor has the right to take action to exclude the disruptive student from any further learning activities for the course involved.
- Be responsible for keeping all quizzes, tests, papers, essays, artwork or other assignments returned to them in the event of a grade review. In fact, students should photocopy all submitted work as a protection against loss.
- Become familiar with the rules and policies of LAAFA as stated in LAAFA's student handbook on Student's Rights and Responsibilities.
- Conform to acceptable behavior in the learning environment as established by their Instructor.
- Students who fail to conform will be subject to discipline.

## Rights

### General

Every student has the right to equitable treatment by LAAFA.

This right must not be impaired by discrimination based on race, color, ethnic or national origin, marital status, religion, creed, political conviction, language, sex, sexual orientation, age or personal handicap.

Students have the right to:

- Think, speak, write, create, study, learn, pursue social, cultural and other interests, and associate together for all of these purposes, subject to the requirements that they respect the rights of members of LAAFA community to pursue these same freedoms and privileges.
- Use facilities designated by LAAFA as available for student use and to abide by any regulations of LAAFA in regard to such use.
- Have published and made available on request the rules and regulations of LAAFA affecting students.
- Enquire into and be informed fully about the reason for such rules and regulations.
- Make representations (including reasonable complaints, petitions) to the Administration Office for changes in such rules and regulations.
- Students have the right to a learning environment, which is safe and conducive to learning.
- Every student has the right to be free from any and all harassment.

## Academic

Every student has the right to a quality education.

Students have the right to be given a written course outline at the beginning of the course, which states the objectives of the course, the teaching method, the evaluation process and information on assignments, tests and examinations.

Students have the right to information concerning program and graduation requirements, academic regulations and admissions.

This information should include, where appropriate:

- Pre-requisites for courses
- Course descriptions
- Course availability
- The method of evaluation
- Timetables
- Costs
- Safe Use of Materials
- Students have the right to know LAAFA's definitions of cheating and plagiarism and the consequences of their detection.
- Students have the right to know what is expected regarding class attendance and punctuality.
- Students have the right to receive instruction for the curriculum as stated in the course outline.
- Students have the right to be notified of class cancellation as soon as possible.
- Students have the right to expect that classes will start and end on time.
- Students have the right to be informed by the Instructor of any rule changes regarding classroom procedures.
- Students have the right to receive evaluation of their progress in the course.
- Students' grades are confidential.
- Students have the right to see and review all of their graded personal work with the Instructor.
- Students own any original work they have produced. The departments may retain actual test questions, exams and quizzes and need not supply copies to the students.
- Students have the right to view any record that exists in their file in LAAFA.

## Studio Information

### Student Workspace and Dedicated Storage

All of our full-time students have the opportunity to use select LAAFA studios that is not in use as a temporary studio. Clearance must be given from the LAAFA Administration Office.

Storage space is provided to each student in the school vault. This is a fluid storage space that will hold all the necessary materials, including the materials needed during the painting classes. If additional room is required for the students' work, space will be provided.

### Senior Studio Space

The Administration Office assigns the Senior Studio Space. LAAFA offers senior students a reasonable level of privacy and discourages underclassmen and visitors to the senior studios unless accompanied by a LAAFA administrator, faculty member, or a senior. LAAFA reserves the right to remove any student for violation of the rules of the workspace. This is a shared space for all 3rd-year students.

### Policies Regarding Senior Studios

1. Seniors with assigned spaces may use the space from opening until closing seven days a week; the studios will not be accessible for all night use.
2. No modification to the senior studio will be permissible without consultation and approval from the Administration Office. Even if approval is granted, all studios must be returned to their original condition when the senior vacates the studio.
3. No fire or health hazards including, but not limited to, coffee pots, hot plates, microwave ovens, hair dryers are permitted in individual studios.
4. Eating is not allowed in the studios.
5. Headphones are required when listening to any form of media. Please be respectful of fellow students.
6. Students are advised to keep a locked box in their studios for tools.
7. The College reserves the right to remove or destroy all prohibited hazardous items.

### Studio Etiquette

- If a student is late for a class (with a model) for any reason, he/she should wait outside the closed door until the next break before entering the studio to set up, then enter quietly.
- Students may not attend classes until proper registration and payment has been completed.
- If students wish to converse with one another, they should leave the studio to do so. Refrain from talking while class is in session.
- Studio classes are usually quiet, without music, facilitating focus and total concentration. There will be no public music in uninstructed courses. Headphones are a good alternative if a student wants to listen to music (if approved by instructor). Sometimes instructors may choose music for their classes.
- Each student's personal property must be respected, which includes still-life boxes, set-ups, personal items, lamps, and extension cords. Please be mindful of the amount of space you and your equipment occupy. Economize your workspace to accommodate fellow artists.
- Each student's name should be written on all supplies with a permanent marker.
- Food will absorb chemicals in the atmosphere such as oil paint and thinners. Therefore, no snacks are permitted in the studios.
- No Turpentine or smelly solvents & mediums are allowed (unless directed by the course instructor). Odorless Mineral Spirits are preferred.
- The front row of benches is reserved for individuals who are sitting. Standing in the front row will block the view of those behind you. The front row must also be aware that if they are too close to the model stand, they will also obstruct the view of those behind them, even if they are sitting.
- Please be polite to the models. Ask for permission first before taking their pictures. Do not talk to a model while he or she is posing.
- Don't comment on others work unless it is solicited.
- Be sure to switch cell phones and all electronics to silent mode.
- Animals are not permitted at LAAFA for health reasons. Assistance dogs for the disabled are allowed.
- A monitor appointed by LAAFA will set up all uninstructed workshops. The LAAFA representative may appoint a student to do so, in which case there will be no questioning their decision. Once the pose is set there will be no changes.

- Students will set-up workspace prior to the start of class. Student must first utilize equipment in the designated studio. Students may visit Administrative Office to request additional equipment for class.
- Each student's workspace must be cleaned up at the end of each class. Each member of the class is responsible for leaving a clean studio for the next class.
- Please wash all paintbrushes and paint-splattered hands in the Utility Brush Cleaning Room.

## Student Evaluations

During the last week of every quarter, students evaluate each class and the instructors for quality of information and the level of expertise provided on the subject. Students are given a questionnaire to fill out. Blank questionnaire forms are available online.

This questionnaire is completed without the students' identity shown and therefore allows students to write about their criticism of the class and the instructor freely.

Copies of the complete evaluations are kept in the student and instructors' files. A copy of the evaluation is also provided to the instructors. LAAFA feels that the students must play an active role in their educational needs by providing input.

The Administration Office reads these evaluations each quarter and, if necessary, advises the Director of Academic Affairs and/or Faculty Chair to consult with any instructor who may have received a negative report from a majority of students. Administration also reviews these evaluations in evaluating the classroom experience as a whole.

LAAFA encourages our students to suggest changes to the quarterly evaluation form. Please direct all suggestions to the Administration Office.

## Galleries and Exhibitions

### Juried Student Exhibition Expectation

The Juried Student Exhibition is held annually and is a valuable educational and professional opportunity for each student. Thus, all students in good standing are eligible and encouraged to submit work. Depending on the exhibition venue, a commission percentage is charged for each piece of work that has been viewed and sold in any exhibition in the galleries or exhibited in the school studios during an exhibition, unless otherwise published. The commission helps defray the cost of the gallery. Seniors are responsible for installing their own work for the Senior Project Exhibition. All students must deliver and pick up their work by the dates specified for each exhibition. Work must be ready to install and equipped with hook eyes and wire, and three-dimensional work with a pedestal. All work must have duplicate label information attached to each piece.

All students interested in submitting their work for the LAAFA Gallery as well as exhibitions must complete the proper paperwork in the Administration office.

## Safety

### Campus Safety

The policies and procedures in this student handbook are put in place to keep faculty, staff, and students safe. If you come upon or have a safety issue or concern, you should notify a member of the staff right away. It is our mission to provide faculty, staff and students with a safe environment.



## Student Safety

Please lock your car in the parking lot before going to class. We are near Balboa Boulevard, from which people often exit and park in the school parking lot for a variety of reasons.

## Paint Cleaning and Disposal Policy

Follow the instructions below for the proper cleaning brushes and tools and proper disposal of material.

### Solvent Jars

LAFAA requires the use of a capped, sealable solvent container for student use in studio clean-up practices. "Silicoil" jars are preferred and recommended as they have a sealable cap, and contain a coiled aluminum wire to help facilitate the release of paint from brushes.

Solvent Jars must remain fully closed at all times, except in the actual moment of cleaning brushes at the end of a painting session. An open solvent jar will quickly release harmful fumes into the air due to rapid rates of solvent evaporation.

Solvent jars are not meant to clean brushes during the painting practice itself. Students should wipe dirty brushes on rags and continue using them during the act of painting. Students should not bring solvent jars into the classroom or studio.

Solvent jars must be stored in the metal fire-safe storage containers provided on campus for student use, and handled with care to prevent dropping or breaking of the jar.

Students may access their solvent jars at the time of clean up and use solvent jars in the brush cleaning area. However, at no time can solvent be poured into a drain of any kind (see Liquid Solvent Disposal below).

Students are required to re-use solvents by allowing them to settle in the sealed solvent jar. Particles of paint will naturally separate from the solvent over the course of a few hours, and can be poured into a new container when necessary.

When solvent jars become overloaded with paint sludge, students are required to pour the settled solvent off the top of the jar into a new container; the old jar containing paint sludge must be properly disposed of at a proper facility (see Paint Disposal below).

### Brush Cleaning

Oil, Alkyd, Resin-oil, Enamel, Encaustic, and other solvent-thinned paints

- Rinse brushes in your personal small, re-closable container of the appropriate solvent: odorless mineral spirits.
- Wipe brushes of all paint and solvent residue on a rag or personal paper towel.
- Wash brushes with hot water and an appropriate brush cleaner soap in the brush washing sinks provided on campus. Never wash brushes in bathroom sinks on campus.
- Shape the brush heads and allow them to air dry, laying flat. Store dry brushes in a closed container to prevent the accumulation of dust.

Acrylic dispersion, Poster Paints ("Temperas"), Egg-Tempera and other water-thinned paints.

- Wipe brushes of all paint on a rag or paper towel.
- Rinse brushes in your personal container of water.
- Wash brushes in warm water.
- Wipe brushes of remaining paint on a rag or paper towel.
- Shape the brush heads and allow them to dry, laying flat.

Note: Any residual amounts of paint or solvent produced from washing brushes will be caught in the paint trap equipped to the brush washing sinks.

### **Liquid Solvent Disposal**

Unwanted or waste solvents (except water), oils (including vegetable oils), and mediums must be poured into the cylindrical collection drum located in the washroom. The lid to this drum must be kept closed at all times, except when waste is being added. The collection drum is taken to a proper disposal service. It is illegal to use sinks or toilets for disposal of these materials, as this will harm the environment.

### **Paint Disposal**

Moderate amounts of unwanted paint, including palette scrapings, shall be collected on a paper towel or rag and properly disposed of as described below under Rag and Paper Towel Disposal. Solvent jars that have become overly loaded with paint sludge are required to be disposed of at an official paint disposal facility (after solvent has been reclaimed into a new jar); this can be a commercial entity or municipal service.

LAAFA firmly forbids and condemns the disposal of paint into standard trash receptacles whether they are on or off campus. For further questions about disposal of paints, students can contact 1-800-CLEANUP.

### **Rag and Paper Towel Disposal**

Rags or paper towels contaminated with paint or solvents, or that have been used to clean brushes and palettes must be disposed of in the metal "fire-safe" trash containers in the classrooms. The lids to these containers must be kept closed. These materials may not be disposed of in ordinary trashcans as they pose a fire hazard due to spontaneous combustion. It is illegal to dispose of oily rags with ordinary trash as they will harm the environment.

### **Disposal of Failed Art**

Unwanted or failed art projects embody environmentally harmful ingredients and SHALL NOT be disposed of in ordinary trash. Break or cut these objects into small pieces and dispose of in the "fire-safe" trash containers.

LAAFA highly encourages students to properly re-prime unwanted paintings to create new blank canvases, as was commonly done throughout the history and tradition of painting. However, if a canvas must be disposed of, the following practices can be used:

Unwanted oil paintings must be cut into small pieces and disposed of at a proper paint disposal facility.

Unwanted acrylic paintings can be cut up into small pieces and disposed of in standard trashcans.

### **General Disposal**

Regular, non-toxic/non-combustible trash must be disposed of in the standard garbage cans provided on campus. Do not dispose of regular trash in the metal fire-safe trash containers.

### **Fire Drills**

Procedure: Upon hearing the alarm sound, students are required to exit the building immediately. Do not pack up items. Students should quietly exit the building from the closest exit and proceed to the parking lot. Faculty should exit the class rooms and studios last and close the doors. Faculty, staff, and students should remain in the parking lot until a member of senior management or the fire marshal allows everyone to return to the building.

### **Public Safety and Crime Statistics**

In accordance with legal requirements, LAAFA will provide a copy of the uniform campus crime report, "Campus Safety at the College", to any individual who sends a written request for the report to: Crime Report Request, c/o Registrar, 16926 Saticoy Street, Van Nuys, CA 91406.

## General Safety Rules

- Learn and practice safe work habits.
- Report any unsafe conditions immediately to the Administration Office.
- If you are asked to perform a task, which you think is unsafe; you may refuse the request without fear of reprisal.
- Report all accidents and even minor injuries to the Administration Office immediately.
- When using electrical equipment, make sure your hands are dry and you are standing on a dry surface. Make sure electrical cords and wires have no breaks.
- Know emergency procedures, such as the locations of fire extinguishers, the first aid kit, and emergency telephone numbers.

## Emergency Plan – Fire Prevention

- Smoke outside the building – No smoking is allowed inside the building.
- Do not empty ashtrays or anything hot in wastebaskets that contain paper or other flammable material.
- Unplug all electrical equipment that is not working properly or is in need of repair. Notify the Administration Office immediately.
- Do not overload wall outlets.
- Keep heat-producing devices away from objects, which will burn.
- Assign someone to ensure appliances are turned off when leaving the building.
- Store and use flammable liquids according to container instructions and city/code regulations.
- Do not allow accumulations of trash or waste material that is flammable.
- Do not hold doors open with doorstops or other items.

## Emergency Plan – Earthquake

Earthquakes strike without warning and you may have only seconds to react. Intensity can range from slight tremors to great shocks. Your first concern should be shielding yourself from falling debris and objects.

DO:

- Stay Calm
- Take cover under a sturdy desk or table, away from any glass or windows, in a kneeling position, while holding on to the desk/table. Or stand in a doorway, using hands to brace yourself, make sure the door does not close.
- Stay clear of bookcases, file cabinets, windows, brochure racks, and similar items.
- Follow instructions of the management.
- Do not evacuate the building until evacuation routes have been checked and are determined to be safe.
- Turn off all electrical equipment.
- Once outside, go to the parking lot in the back of the building away from all structures.
- Do not run.
- Wait for instructions from management in the event of extended power failure.

DON'T:

- Use telephones.
- Use elevators.
- Reach in a manner that may cause undue alarm or panic.
- Stand near windows.
- Use matches, if power fails.
- If you feel the need to leave the building, please do not leave the premises. We will want to account for everyone.

Inform the Administration Office of injuries so first aid can be administered. First Aid supply kit is located in the lounge in the cupboard under the coffee machine.

## Attire

In order to ensure each student's safety, shoes and proper attire must be worn at all times. Students determined by the instructor or the Administration Office to be a risk to themselves due to their attire may be asked to leave the classroom or studio by the instructor, or anyone from LAAFA Administration.

## Personal Injury

While the school exercises great care with regard to student safety, it is not responsible for personal injury occurring on the school property or in connection with school activities. The school does not assume any responsibility for loss or damage to student property. Faculty and Administrators who accompany student groups on field trips and supervise activities cannot be held responsible for actions of students, injury, or loss of personal property.

## Criminal Actions

Any criminal activity involving students, faculty, or staff taking place within the school or on its premises shall be reported immediately to the Administration Office. Authorities will be contacted and a thorough investigation of the incident will be conducted. In case of extreme emergency, please call 911 directly. For incidents involving students, a written description of the incident shall be submitted by any faculty or staff member present, within one working day, to the Administration Office. A security file of all reports will be maintained by the school.

## Weapons on Campus

Possession of firearms, fireworks, weapons, and hazardous chemicals is strictly prohibited and, in many cases, violates state law. This applies to students and employees except where authorized to handle weapons or chemicals.

## Sexual Harassment

LAAFA is unequivocally committed to extolling the worth of all persons in the school community. We consider all expressions of sexual harassment as threats to the concept of community that we are striving to create; further, we deplore any acts of harassment pertaining to race, religion, gender, sexual orientation, disability, ethnic or cultural origins, or age.

1. The above statement is school Policy and is stated in published materials to the school community.
2. Charges brought against an individual or group, filed in writing, will be investigated promptly by the President.

## Sexual Assault

Sexual assault, including rape by an acquaintance or stranger, is prohibited by the school and the State of California. It is important to tell someone you trust when you have been sexually assaulted. (It is also important to preserve evidence for proof of a criminal offense.) Campus resources include the President, the faculty, and the staff. The school will assist in notifying the local law enforcement authorities, if requested. Violators of this policy will be subject to disciplinary measures, including dismissal, following a final determination by a school disciplinary proceeding and the President. The accuser and the accused are both entitled to have others present during the disciplinary proceedings. The victim will be informed of the school's final determination and any sanctions that are imposed against the accused, although this information may not be disclosed to the public in general.

## Other Information

### Questions & Complaints Not Herein Addressed

Any questions a student may have regarding this student handbook that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 2535 Capital Oaks

Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this student handbook prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

LAAFA does not have a petition in bankruptcy and is not operating as a debtor in possession and has not had a petition in bankruptcy filed against it within the last preceding five years that would have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## Information on the Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## Record Retention Policy

LAAFA's record retention policy varies based on the type of document. Listed below are the documents and the corresponding retention method.

The following items are retained permanently:

- Academic records
- Change of grade forms
- Class grade rosters
- Graduation lists
- Student handbooks
- Commencement programs
- Degree statistics
- Enrollment statistics
- Grade statistics
- Racial/ethnic statistics
- College schedule of classes
- FERPA documents

Student files are retained for ten years after graduation or date of last attendance:

- Academic action authorizations (dismissals, etc.)
- Advanced placement records
- Applications for admission or readmission
- Relevant correspondence
- Credit by examination forms
- Curriculum change authorizations
- Foreign/international student forms (I-20's, etc.)
- Military documents
- Name change authorizations
- Transfer credit evaluations
- Change of course forms
- Registration forms
- Withdrawal forms

The following items are retained for five years:

- Transcript requests
- Refund forms

## Administration

**President/VA Certifying Official**  
Maryam Storm

**Faculty Chairman – Fine Art**  
David Simon

**Faculty Chairman – Entertainment Art**  
Bill Perkins

**Director of Admissions**  
Holly Olin-Miller

**Director of Academic Affairs**  
Martin Kline

**Registrar/Student Services Coordinator**  
Jean Marie Jingco

**Financial Aid/ VA Certifying Official**  
Crystal Nitz

## Board of Trustees

Maryam Storm

Stanley Brent

Victoria Green

Lily Siao